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| 1. Hazard Management Details – General | | | |
| **Plant/Equipment Item: Scissor Lift (Electric)** | **Make/Model No.:** | | **Serial No.:** |
| **School / Work Location:** | **Region:** | | |
| **Name of Person(s) Conducting Activity:** | | | **Date Conducted:** |
| Scissor Lift (Electric)  http://www.gtindu.com/pages/products/images%20for%20web/electric-scissor-lift-52545.jpg | | **Description of Use:**  A scissor lift is a mobile elevated work platform designed to allow safe work at heights. | **Summary of Key Risks:**  **(refer to appropriate subsections)**     * Entanglement * Impact and cutting * Shearing * Electricity * Ergonomics * Slips/trips/falls |

Plant and Equipment Risk Management Form

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| 2. Documentation | | |
| **Relevant Legislation/Standards** | **Y / N** | **Comments** |
| **Is plant required to be registered?** | Y  N |  |
| **Is a user license required?** | Y  N | Operators must be licensed to perform work at height. |
| **Key Reference material** |  | AS 2550.10 Cranes, hoists and winches – Safe use mobile elevating platforms |
| **Plant Documentation** | **Y / N** | **Comments** |
| **Are operator’s manuals accessible?** | Y  N | Operators manual should be supplied upon purchase of the lift. |
| **Is this a restricted use item?** | Y  N | Operators must be licensed to perform work at height. |
| **Does this item require safe use documents/test?** | Y  N | Operators must be licensed to perform work at height. |

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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  N | Severe | Rare | Medium | Loose clothing, long hair, other material may become entangled with moving parts of the scissor lift. | Ensure clothing, gloves, hair or other such items are kept clear of moving parts of the scissor lift when operating or performing maintenance (e.g., overalls can be used to restrict loose clothing, hair tied back etc.). |

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| Hazards Inspected | | Risk Assessment | | | Description of Risk | Control Measures |
|  | | **Cons** | **Like** | **Risk**  **Level** |  |  |
| **IMPACT AND CUTTING INJURIES**  Can anyone be crushed/cut/struck etc. due to: |  |  |  |  | Materials could fall off the scissor lift.  Scissor lift could roll over if operated on an uneven surface or slope.  The mobility of the scissor lift poses a significant risk to pedestrians and property.  Use of inappropriate parts could lead to mechanical failure.  Overhead beams and structures could pose a significant risk to the operator/s.  Operator error (e.g. poor visibility, fatigue etc.) may lead to an accident. | Ensure only licensed persons who have been trained in safe work practices operate the scissor lift.  Ensure scissor lift:   * Has appropriate safety features (e.g. edge protection, emergency stop, park brake, reversing alarm etc.) * Is only operated on level ground * Loads are within lifting capacity and evenly distributed * Is appropriately maintained and serviced regularly in accordance with manufacturer’s instructions   Ensure appropriate traffic management controls have been implemented such as:   * Designated and marked pedestrian paths (e.g. painted walkways, bollards/fenced walkways etc.) * Pedestrian no go zones * High visibility clothing is worn by operator/persons in the work area * Signs and barricades to be installed to warn other employees/persons in area * A documented Traffic Management Plan in place * Relevant employees have attended traffic management training |
| * Material falling off the plant? | Y  N | Major | Possible | High |
| * Uncontrolled/unexpected movement of plant/load? | Y  N | Severe | Possible | Extreme |
| * Lack of capacity to slow, stop or immobilise plant? | Y  N |  |  |  |
| * The plant tipping or rolling over? | Y  N | Severe | Unlikely | Extreme |
| * Parts of the plant disintegrating or collapsing? | Y  N | Severe | Rare | Medium |
| * Contact with moving parts during testing, inspection, operation, maintenance, cleaning or repair? | Y  N | Severe | Rare | Medium |
| * Being thrown off or under the plant? | Y  N | Severe | Rare | Medium |
| * Contact with sharp or flying objects? (e.g. work pieces being ejected) | Y  N |  |  |  |
| * The mobility of the plant? | Y  N | Severe | Rare | Medium |
| * Inappropriate parts and accessories being used? | Y  N | Major | Rare | Medium |
| * Other | Y  N |  |  |  |

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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 | Severe | Rare | Medium | Scissor lift/pedestrian interaction could lead to a person being trapped between the scissor lift and another object. | | Establish a Traffic Management Plan.  Ensure appropriate traffic management controls are in place (refer to cutting and impact injuries section). |
| **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 |  |  |  |  | |  |
| **ELECTRICITY**  Can anyone be injured or burnt due to: |  |  |  |  | Damaged or frayed electrical cords or components pose an electrical hazard.  Overhead power lines or electric wires pose a significant risk to the operator. | | Operator to check for damaged electrical components prior to use as part of a Pre Start Check.  Ensure the scissor lift is not operated in close proximity to overhead power lines or electrical wiring.  Ensure the scissor lift is serviced appropriately and any equipment brought onto the scissor lift is in good working order, tested and tagged and appropriate isolation procedures (e.g. lock out tags) are in place. |
| * Live electrical conductors? (*e.g.* exposed wires) | Y  N |  |  |  |
| * Working in close proximity to electrical conductors? | Y  N | Severe | Rare | Medium |
| * Access to electricity? | Y  N | Severe | Rare | Medium |
| * Damaged or poorly maintained electrical leads, cables or switches? | Y  N | Major | Unlikely | Medium |
| * Water near electrical equipment? | Y  N |  |  |  |
| * Lack of isolation procedures? | Y  N | Severe | Rare | Medium |
| * Other | Y  N |  |  |  |

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| Hazards Inspected | | Risk Assessment | | | Description of Risk | Control Measures |
|  | | **Cons** | **Like** | **Risk**  **Level** |  |  |
| **ERGONOMICS**  Can anyone be injured due to: |  |  |  |  | Operating or working in the scissor lift for extended periods of times, using a constrained or awkward body posture may cause musculoskeletal injury | Ensure the scissor lift is not used for extended periods of time.  Ensure appropriate rest breaks are taken.  Ensure appropriate manual handling techniques are used whilst working within the scissor lift platform.  Ensure employees working in the scissor lift have appropriate manual handling training. |
| * Poorly designed workstation? | Y  N | Moderate | Possible | Medium |
| * Repetitive body movement? | Y  N | Moderate | Possible | Medium |
| * Constrained body posture or the need for excessive effort? | Y  N | Moderate | Possible | Medium |
| * Design deficiency causing psychological stress? | Y  N |  |  |  |
| * Inadequate or poorly placed lighting? | Y  N |  |  |  |
| * Does the plant impact on the surrounding workplace and create potential hazards? (Consider potential impact on the design and layout of the workplace) | Y  N |  |  |  |
| * Is the location of the plant inappropriate? (Consider potential effects due to environmental conditions and terrain) | Y  N |  |  |  |
| * Other | Y  N |  |  |  |

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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 |  |  |  |  |  |
| **NOISE**  Can anyone using the plant, or in the vicinity of the plant, suffer injury due to exposure to noise? | Y  N |  |  |  |  |  |
| **VIBRATION**  Can anyone be injured or suffer ill-health from exposure to vibration? | Y  N |  |  |  |  |  |
| **FRICTION**  Can anyone be burnt due to contact with moving parts, materials or surfaces of the plant? | Y  N |  |  |  |  |  |
| **SUFFOCATION**  Can anyone be suffocated due to lack of oxygen, or atmospheric contamination? | Y  N |  |  |  |  |  |
| **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 |  |  |  |  |  |
| * Can anyone be injured as a result of the plant not serviced appropriately and/or maintained in line with manufacturer’s recommendations? | Y  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: |  |  | |  |  | Access and egress to the scissor lift platform could pose a risk of a slip, trip or fall.  Poor housekeeping or a slippery floor in the scissor lift platform could result in a slip, trip or fall hazard.  Working outside or reaching over the edge protection on the scissor lift platform presents a significant risk to the operator. | | Ensure the scissor lift platform has appropriate fall protection risk control. For example:   * Edge protection (e.g. handrails, toe guards etc.) * Lanyard anchor points * Slip resistant flooring   Ensure operator uses appropriate fall protection controls (e.g. harness systems)  Ensure operator never reaches over or works outside of the edge protection on the scissor lift platform.  Ensure the scissor lift is only operated on level ground.  Ensure good housekeeping practices are maintained throughout the work area.  Ensure operator wears appropriate footwear. |
| * Uneven, slippery or steep work surfaces? | Y  N | Major | | Possible | High |
| * Poor housekeeping, e.g. spillage in the vicinity? | Y  N | Major | | Possible | High |
| * Obstacles being placed in the vicinity of the plant? | Y  N |  | |  |  |
| * Inappropriate or poorly maintained floor or walking surfaces (i.e. lack of a slip-resistant surface, unprotected holes, penetrations or gaps?) | Y  N | Major | | Possible | High |
| If operating or maintaining plant at height can anyone slip, trip or fall due to: |  |  | |  |  |
| * Use of work platforms, stairs or ladders? | Y  N | Severe | | Unlikely | High |
| * Lack of guardrails or other suitable edge protection? | Y  N |  | |  |  |
| * Other | Y  N | Severe | | Unlikely | High |
| **Hazards Inspected** | | **Risk Assessment** | | | | **Description of Risk** | | **Control Measures** |
|  | | **Cons** | | **Like** | **Risk**  **Level** |  | |  |
| **FIRE AND EXPLOSION**  Can anyone be injured by fire? | Y  N |  | |  |  |  | |  |
| * Can anyone be injured by explosion of gases, vapours, liquids, dusts, or other substances? | Y  N |  | |  |  |
| **TEMPERATURE/MOISTURE**  Can anyone come into contact with objects athigh or low temperatures? | Y  N |  | |  |  |  | |  |
| * Can anyone suffer ill-health due to exposure to high or low temperatures? | Y  N |  | |  |  |
| * Can anyone be injured or suffer ill-health due to exposure to moisture? | Y  N |  | |  |  |
| **OTHER** Can anyone be injured or suffer ill-health from exposure to: |  |  | |  |  |  | |  |
| * Chemicals? | Y  N |  | |  |  |
| * Toxic gases or vapours? | Y  N |  | |  |  |
| * Fumes/Dusts? | Y  N |  | |  |  |
| * Other? (please specify) | Y  N |  | |  |  |
| **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  |  |  |  | | --- | --- | --- | | 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   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | 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  |  |  |  | | --- | --- | --- | | 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 time  May occur once every few repetitions of the activity or event | | **Almost Certain** | **5** | Prone to occur regularly  It is anticipated for each repetition of the activity of event |   4. Risk Level/Rating and Actions   |  |  | | --- | --- | | 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. | |