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| **The purpose of a risk assessment?**   1. To find out how the hazard could hurt, kill or make people unwell (harm)? 2. To work out what is the chance of harm occurring? 3. To work our how to prevent the hazard from harming people? 4. And without waiting for someone to be harmed, how will I know I have done enough?   **How to undertake a machinery risk assessment?**  The following 5 steps are to be done to complete a risk assessment worksheet.  **Hierarchy of controls (control type) to reduce risk of harm to people**  Select and implement controls measures as per the order in the list. The hazard must be eliminated so far as is reasonably practicable. If you can’t eliminate, the hazard must be minimised (reduce the risk) following the specific order of: |  | **Likely harm to the worker from the hazard (H)**   |  |  | | --- | --- | | Type of harm | Score | | Scratch / Bruise | 0.25 | | Laceration / cut / mild ill health effect/ minor burns | 0.5 | | Fracture minor bone – fingers, toes | 3 | | Fracture major bone – hand, arm, leg | 5 | | Loss of 1 or 2 fingers/ toes or major burns | 8 | | Leg / hand amputation, partial loss of hearing or eye | 11 | | Amputation of 2 legs/hands, total loss of hearing/sight in both ears/eyes | 15 | | Critical injuries or permanent illness/condition/injury | 25 | | Single Fatality | 40 | | Multiple fatalities | 65 |   **How often are people exposed to the hazard (E)**   |  |  | | --- | --- | | Exposure Rate | Score | | Annually | 0.5 | | Monthly | 1 | | Weekly | 2 | | Daily | 3 | | Hourly | 4 | | All the time | 5 |   **Could the worker avoid the hazard in an event (A)**   |  |  | | --- | --- | | Possibility of Avoidance | Score | | Possible | 0.75 | | Possible under certain circumstances | 2.5 | | Not possible | 5 |   **What is the likelihood of hazardous event occurring (L)**   |  |  | | --- | --- | | Likelihood of hazardous event | Score | | Almost impossible | 0.05 | | Unlikely | 1.25 | | Possible | 2.5 | | Probable | 4 | | Certain | 6 |   **RISK SCORE = H x E x A x L**  **Determine action**  Based on the controlled risk score/level, the following actions or approval is required.   |  |  |  | | --- | --- | --- | | Risk Level | Approval  required by | Action to be taken | | **Critical**  **(>500)** |  | Risk reduction measures should be implemented immediately, corporate management should be notified. Discontinue use of machine is advised. | | **High**  **(161-500)** |  | Potentially dangerous hazard, which requires risk reduction measures to be implemented urgently. Use of machine should be discontinued until additional controls implemented. | | **Medium**  **(46-160)** |  | The risk associated with the hazard is substantial enough to require risk reduction measures. These measures should be implemented at the next suitable opportunity. | | **Low**  **(1-45)** |  | Risk to health and safety is present, but low. Risk reduction measures must be considered. | |

| Risk Assessment Reference: | Date: | Version No.: | Review Date: |
| --- | --- | --- | --- |

| Part A: EnTER INFORMATION ABOUT THE RISK ASSESSMENT LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT | | | | | |
| --- | --- | --- | --- | --- | --- |
| Location name: | Branch: | | Date: | Assessed by: | H&S Representative: | |
| PART B: ENTER INFORMATION ABOUT THE machinE | | | | | | |
| Machine name: | Date of manufacture: | | Serial Number: | Safety Markings: | Machine label information: | |
| Machine Overview: (What does it do) | | | | | | |
| PART C: SYSTEM AND PROCESS INFORMATION | | | | | | |
| **Does the user/operator require a license or competency?** | |  | | | | |
| Current safe systems of work for the machine being assessed? Eg.  ● Training ● SOPs  ● Manufacturer’s information and instructions ● JSA/SWMS/PTW  ● Inspections/Audits ● Signage | |  | | | | |
| Past experiences with the machine that may assist in the assessment? Eg  ● Existing controls ● SOPs ● Standards  ● Industry standards ● Incidents & near-hits ● Legislation  ● Regulations ● Codes practice ● Good practice  ● Training material ● Incident investigations ● Industry info | |  | | | | |
| Have you considered?  ● Non-routine activities such as maintenance, repair, or cleaning.  ● The way the work is organised, layed out or done.  ● Risks to contractors, visitors, public, young or inexperienced workers, volunteers, persons with limited work training, knowledge or abilities. | |  | | | | |
| Current first aid/emergency requirements for the machine? Eg:  ● Additional first aid kit contents ● Emergency shower ● Monitoring  ● Emergency eyewash ● Spill kit ● Communications  ● Decontamination system ● Recovery response | |  | | | | |
| Current PPE used when working on the machine? Eg:  ● Eye Protection ● Face Protection ● Hand Protection  ● Body Protection ● Head Protection ● Foot Protection | | Type of protection and purpose: | | | | |

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| Identify hazards and associated risk Scores and controls |

| Step 1: Hazard/Risk description | Step 2: Risk score/level as seen | Comments (when and where hazard is present) | Step 3: Control description (Current & Proposed) | Control Type  EL,S,I,EN, A,P | Step 4: Estimate risk score/level after controls | Step 5: Reduction in risk % |
| --- | --- | --- | --- | --- | --- | --- |
|  | H =  E =  A =  L =  Score =  Level = |  | Current:  Proposed: |  | H =  E =  A =  L =  Score =  Level = |  |

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|  | H =  E =  A =  L =  Score =  Level = |  | Current:  Proposed: |  | H =  E =  A =  L =  Score =  Level = |  |

| SUmmary of risk assessment | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Description of the machinerye that has been assessed. | Total number of hazards and risks | Number of Critical Risk(s) | Number of High Risk(s) | Number of Medium Risk(s) | Number of Low Risk(s) | Total risk reduced by |
|  |  |  |  |  |  |  |

| Record of engagement and participation | | | | |
| --- | --- | --- | --- | --- |
| Determine the person responsible for reviewing and implementing the risk assessment including the identified controls.  **Record below the names of the persons or parties consulted.** | | | | |
| Management representative |  | | H&S Representative/Employee representative |  |
| Employee(s) |  | | Employee(s) |  |
| Employee(s) |  | | Employee(s) |  |
| Employee(s) |  | | Employee(s) |  |
| Experts(s) |  | | Experts(s) |  |
| Person Responsible for implementation or escalation | |  | | |

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| Any additional comments or actions. |
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