



Machinery - Planters



Business Name & Address: _____ **Property Name/PIC:** _____

Audit Team: _____ **Audit Date:** ____/____/____

Description: _____ **Make / Model:** _____ **Asset ID # (if applicable)** _____

RISK CALCULATOR	LIKELIHOOD – The likelihood of the exposure causing injury to a person given the frequency of exposure				
	ALMOST CERTAIN <i>Is expected to occur in most circumstances</i>	LIKELY <i>Will probably occur in most circumstances</i>	POSSIBLE <i>Might occur at sometime</i>	UNLIKELY <i>Could occur at sometime</i>	RARE <i>May occur in exceptional circumstances</i>
CATASTROPHIC <i>Death or permanent disability</i>	EXTREME	EXTREME	EXTREME	EXTREME	HIGH
MAJOR <i>Serious bodily injury</i>	EXTREME	EXTREME	EXTREME	HIGH	HIGH
MODERATE <i>Casualty Treatment</i>	EXTREME	HIGH	HIGH	MODERATE	MODERATE
MINOR <i>First aid only, no lost time</i>	HIGH	HIGH	MODERATE	LOW	LOW
INSIGNIFICANT <i>No injuries</i>	HIGH	MODERATE	LOW	LOW	LOW

RISK CLASS	ACTION REQUIRED
OK or Not Applicable	No Foreseeable Risk - OK for now; Review if any equipment/people/materials/work methods or procedures change. Or this particular inspection item is Not Applicable to this workplace
EXTREME	Extreme Risk - Act Now Do something about these risks immediately. Stop the task until the hazard is controlled and the risk managed.
HIGH	High Risk - Act As Soon As Possible. Do something to manage these risks as soon as possible. Consultant with Management
MODERATE	Moderate Risk - Develop a PLAN to manage these risks / note any suggestions on how the risk might be managed.
LOW	OK for now Review if any equipment/people/materials/work methods or procedures change.



IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
8 ROW PLANTERS					
1. Are all moving parts (belts, pulleys, chains, augers, shafts, etc) protected and guards kept in place?					
2. Are operator manuals readily available for the machine?					
3. Have operator’s tools, equipment to adjust tillage equipment been provided?					
4. Are suitable earmuffs or plugs available to plant operators if noise levels generated are assessed as above 85 dB?					
5. Are disc openers adjusted correctly and turn with some resistance from scrapers etc?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
6. Are seed boxes clean of seed, seed plates, brushes, drive coupler all in good working order?					
7. Are operators able to adjust the tillage equipment without supervision?					
8. Is there a training program for operation, repairs and maintenance, adjustment and storage of tillage equipment?					
9. Is approved support equipment available for operators undertaking Repairs & Maintenance beneath a raised unit?					
10. Are lockout and tag-out procedures used when performing maintenance on machinery?					
11. Are operators trained in the handling of special hazardous substance? e.g. use of Temik.					
12. Is water available for operators to clean up after servicing or repairing equipment?					
13. Are all hydraulic hoses sound and undamaged with no fluid leaks from hoses or couplings?					
14. Is there a first aid kit available to operators in the work environment?					
15. Is the tractors linkage system in safe working condition and linkage lock out system operating?					
PLANTERS					
16. Are operator manuals and safety instructions readily accessible to all operators?					
17. Are insecticide box clean, drive mechanisms & coupling free and working?					
18. Has adequate training and instruction been provided for the correct use and maintenance of PPE provided?					
19. Is air fan clean and operating at correct speed for vacuum plates?					
20. Is the machine adequately labelled with safety decals / signage?					
21. Are linkage pins in good conditions and are pins correctly locked in?					
22. Have workers received training and instruction in the safe use and maintenance of the relevant machines?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
23. Are routine services and maintenance undertaken on all high risk plant and are records kept?					
24. Are tyres checked and correctly inflated before use?					
CHEMICAL APPLICATION EQUIPMENT					
25. Are workplace procedure and safety instructions readily accessible for all operators, including machine operator's manuals?					
26. Are spray tanks flushed out after use?					
27. Are earmuffs or other forms of hearing protection provided to operators and relevant others when using noise generating plant and machinery?					
28. Are hydraulic hoses in good condition with no leaks?					
29. Are Hypro pump seals OK?					
30. Is there a supply of spare seals on hand?					
31. Are safety decals/stickers in place?					
32. Are all lids and valves opening and closing to manufactures specifications, without leaks?					
33. Are spray bars correctly calibrated?					
34. Are all persons exposed to chemicals, have current chemical user accreditation?					
35. Are first aid kits accessible to machinery operators?					
36. Are all booms, spray bars, spray nozzle in sound working order?					
37. Are the correct spray nozzles for the application being used?					
38. Are spray nozzles checked for output and evenness of spray patten on a regular basis?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
OPERATIONAL POLICY- GENERAL					
39. Is there a policy of skills assessment of new and existing workers to ascertain their competency to operate machinery and vehicles in a safe and competent manner?					
40. Are operators, under training, adequately supervised until such times as they are deemed competent to operate relevant plant and machinery?					
41. Are operators instructed to check for pedestrian traffic and children who may be present in the work area?					
42. Is there a policy in place, that prohibits persons from riding in or on machines or other types of vehicles unless the activity is deemed to be a “specific work activity”?					
43. Has a documented risk assessment and a procedural policy been implemented for those “specific work activities” that may require a person to operate in an unrestrained manner from a machine, in certain operational circumstances? (I.e. fire fighting from the back of a Ute)?					
44. When maintenance is being performed, is there a tag-out system to prevent the inadvertent operation of the equipment by another person?					
45. Is there a written service policy, incorporating a lock-out procedure when maintenance is carried out on plant and machinery?					
46. Are regular reviews of safe operation procedures conducted with consultation sought from operators and other workers?					
47. Are ignition keys removed, or lock-out devices fitted when the machine is not in use?					
48. Is there a zero alcohol policy in place for persons operating vehicles and machinery in the workplace?					
49. Are persons, who may be taking prescription medications required to inform their supervisor if they are required to operate machinery or vehicles?					
ADDITIONAL HAZARDS					
50.					
51.					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
52.					
53.					

RISK ASSESSMENT AND MANAGEMENT RECORD									
HIERARCHY OF CONTROLS PLANNED OR IMPLEMENTED									
Item #	Date	Identified Hazard	Assessed Risk Level	Control 1 Eliminate	Control 2 Substitute	Control 3 Isolate or Guard	Control 4 Redesign or Engineering	Control 5 Administration	Control 6 PPE

IMPLEMENTATION AND CONTROL SHEET

Item #	RISK MANAGEMENT ACTION REQUIRED	Responsible Person	Cost \$	Target Date	Date Actioned	Revised Risk Level after Action