



MACHINERY - GENERAL



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)
HEADERS / HARVESTERS / HAY BALERS					
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. Are all fittings clean and in working order? (Headlights, reflectors, windscreen, rear-view mirrors, etc.)					
4. Are suitable earmuffs or plugs available to plant operators if noise levels generated are assessed as harmful?					
5. Is the condition of steps and handrails on plant adequate to allow safe access and egress?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
6. Are daily pre-operational checks made before using the machine?					
7. Are operators able to adjust the seat to their individual requirements?					
8. Is approved respiratory protection available for operators undertaking harvesting, grain handling or other activities that may generate hazardous forms of organic dusts?					
9. Are brake and steering systems functional and within safe operating limits?					
10. Is the exhaust system functional to protect the operator from noise and exhaust gas exposure?					
11. Are all hydraulic hoses sound and undamaged with no fluid leaks from hoses or couplings?					
12. Is there a first aid kit available to operators in the work environment?					
13. Is a fire extinguisher available if a risk assessment has determined that a fire hazard is associated with the task?					
TUB GRINDERS, HAMMER MILLS AND OTHER HIGH RISK PLANT					
14. Are operator manuals and safety instructions readily accessible to all operators?					
15. Has eye, hearing and other necessary PPE been provided too operators of such machines?					
16. Has adequate training and instruction been provided for the correct use and maintenance of PPE provided?					
17. Is the machine located out of high volume traffic areas, while still allowing access for loading?					
18. Is the machine adequately labelled with safety decals / signage?					
19. Are all chains, moving parts and PTO shafts adequately guarded?					
20. Have workers received training and instruction in the safe use and maintenance of the relevant machines?					
21. Are routine services and maintenance undertaken on all high risk plant and are records kept?					
22. Is a fire extinguisher available in the operating environment?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
OTHER MACHINERY - INCLUDING EARTHMOVING EQUIPMENT AND LOAD SHIFTING EQUIPMENT					
23. Are operator manuals and safety instructions readily accessible for all operators?					
24. Are all fittings clean and in working order? (Headlights, reflectors, windscreen, rear-view mirrors, etc)					
25. Are earmuffs or other forms of hearing protection provided to operators and relevant others when using noise generating plant and machinery?					
26. Are hydraulic hoses in good condition with no leaks?					
27. Are safety decals/stickers in place?					
28. Are PTO master guards in place on all machinery / equipment?					
29. If working under raised equipment or implements, are adequate supports/chocks used?					
30. Are all belts, pulleys and moving parts including PTO shafts on balers, wrappers and loaders, adequately guarded?					
31. Are first aid kits accessible to machinery operators?					
32. Are fire extinguishers available to machinery operators?					
OPERATIONAL POLICY- GENERAL					
33. 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?					
34. Are operators, under training, adequately supervised until such times as they are deemed competent to operate relevant plant and machinery?					
35. Are operators instructed to check for pedestrian traffic and children who may be present in the work area?					
36. 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"?					
37. 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)?					

IDENTIFIED HAZARDS	OK or NA	EXTREME (Act Now)	HIGH (Act ASAP)	MODERATE (Plan)	LOW (Review)
38. When maintenance is being performed, is there a tag-out system to prevent the inadvertent operation of the equipment by another person?					
39. Is there a written service policy, incorporating a lock-out procedure when maintenance is carried out on plant and machinery?					
40. Are regular reviews of safe operation procedures conducted with consultation sought from operators and other workers?					
41. Are ignition keys removed, or lock-out devices fitted when the machine is not in use?					
42. Is there a zero alcohol policy in place for persons operating vehicles and machinery in the workplace?					
43. Are persons, who may be taking prescription medications required to inform their supervisor if they are required to operate machinery or vehicles?					
ADDITIONAL HAZARDS					
44.					
45.					
46.					
47.					
48.					
49.					
50.					

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