

PLANT RISK ASSESSMENT CHECKLIST

Plant : [type/number]		Location:		
If required, under relevant legislation, plant registration number:		Currency of any plant registration:		
Date checklist completed		Date for review		
If second hand, this plant was purchased with a list of any reasonably foreseeable faults		List associated each SWMS/SWP where this plant is likely to impact on a worker		
This plant has been altered since purchase		If this plant is used in any processing of hazardous compounds, appropriate controls are available for protection of employees/workers involved with operation, maintenance, transport, storage, cleaning and waste disposal:		
Location of plant log book if required:		Log book is up-to-date:		
Name of person completing checklist				
			YES	NO
1. The ground is stable and plant is properly installed.			<input type="checkbox"/>	<input type="checkbox"/>
2. Machine guards				
3. Guards and protection devices:				

a) are in place and operational;	<input type="checkbox"/>	<input type="checkbox"/>
b) are suitable for their purpose;	<input type="checkbox"/>	<input type="checkbox"/>
c) not easily bypassed — either by intention or accident;	<input type="checkbox"/>	<input type="checkbox"/>
d) are situated at sufficient distance from the danger point or area;	<input type="checkbox"/>	<input type="checkbox"/>
e) do not restrict the operating cycle;	<input type="checkbox"/>	<input type="checkbox"/>
f) comply with relevant WHS legislation and Australian standards [Check relevant legislation] Any further comments on guarding:	<input type="checkbox"/>	<input type="checkbox"/>
4. Any emergency stop switches and buttons are appropriately placed, clearly identified, and are in working condition.	<input type="checkbox"/>	<input type="checkbox"/>
5. There is adequate working space.	<input type="checkbox"/>	<input type="checkbox"/>
6. Any confined space issues have been identified, and entryways placarded.	<input type="checkbox"/>	<input type="checkbox"/>
7. The work area is controlled from pedestrians and forklifts.	<input type="checkbox"/>	<input type="checkbox"/>
8. Belts, pulleys and other rotating parts are guarded.	<input type="checkbox"/>	<input type="checkbox"/>
9. The machine is regularly inspected and maintained in accordance with manufacturer's instructions. [Check the manufacturer's instructions] Comments:	<input type="checkbox"/>	<input type="checkbox"/>
10. Machinery is kept clean.	<input type="checkbox"/>	<input type="checkbox"/>
INJURY RISKS		
11. There is NO risk of injury from entanglement with moving parts of the equipment.	<input type="checkbox"/>	<input type="checkbox"/>
12. Material falling off the equipment is not possible.	<input type="checkbox"/>	<input type="checkbox"/>
13. There is NO risk of injury from uncontrolled or unexpected movement of the machine.	<input type="checkbox"/>	<input type="checkbox"/>
14. There is NO risk of injury from the equipment tipping or rolling.	<input type="checkbox"/>	<input type="checkbox"/>
15. There is NO risk of injury from being thrown or under the equipment.	<input type="checkbox"/>	<input type="checkbox"/>
16. There is NO risk of injury from being trapped between the equipment and materials or fixed structures.	<input type="checkbox"/>	<input type="checkbox"/>
17. There is NO risk of injury from work pieces being ejected.	<input type="checkbox"/>	<input type="checkbox"/>

18. There is NO risk of injury from being sheared between two parts of the equipment or between a part of the equipment and a work piece or structure.	<input type="checkbox"/>	<input type="checkbox"/>
19. There is NO risk of injury from contact with high pressure fluids associated with the equipment.	<input type="checkbox"/>	<input type="checkbox"/>
20. There is NO risk of injury from contact with electricity associated with the equipment.	<input type="checkbox"/>	<input type="checkbox"/>
21. There is NO risk of injury from equipment catching fire or overheating.	<input type="checkbox"/>	<input type="checkbox"/>
22. There is NO risk of injury from potential exposure of gases, vapours, liquids, dusts associated with the equipment.	<input type="checkbox"/>	<input type="checkbox"/>
23. There is NO risk of injury from unprotected falls from heights.	<input type="checkbox"/>	<input type="checkbox"/>
24. There is NO risk of injury from by explosion of gases, vapours, liquids, dusts or other substances, triggered by the operation of the equipment and the material handled by the equipment.	<input type="checkbox"/>	<input type="checkbox"/>
25. There is no repetitive movement required to operate the equipment. Comments:	<input type="checkbox"/>	<input type="checkbox"/>
26. There is NO risk of injury from a constrained body posture or excessive load associated with the equipment.	<input type="checkbox"/>	<input type="checkbox"/>
27. Coming into contact with excessive temperature — hot and cold.	<input type="checkbox"/>	<input type="checkbox"/>
28. There is NO exposure to noise levels in excess of 85 dB(A). Comments:	<input type="checkbox"/>	<input type="checkbox"/>
29. There is NO exposure to radiation/vibration/or other hazards.	<input type="checkbox"/>	<input type="checkbox"/>
30. Danger points of the equipment have been effectively guarded to prevent access.	<input type="checkbox"/>	<input type="checkbox"/>
31. Access to danger areas if required, is guarded with interlocking.	<input type="checkbox"/>	<input type="checkbox"/>
32. Guarding controls the risk of any parts or materials being ejected from the equipment.	<input type="checkbox"/>	<input type="checkbox"/>
33. All control devices are within safe and easy reach.	<input type="checkbox"/>	<input type="checkbox"/>
34. The equipment provided with appropriate warning alarm devices for start up and malfunctions.	<input type="checkbox"/>	<input type="checkbox"/>
35. Warning signs are displayed near machinery.	<input type="checkbox"/>	<input type="checkbox"/>



36. Safe operation manuals available for the machinery.	<input type="checkbox"/>	<input type="checkbox"/>
37. Employees/workers have received training in the safe operation of the plant.	<input type="checkbox"/>	<input type="checkbox"/>
38. Employees/workers are supervised to ensure correct procedures are followed.	<input type="checkbox"/>	<input type="checkbox"/>
39. Personal protective equipment is provided and appropriate to the hazards faced. Any hazardous compounds likely to be encountered during the operation, maintenance, transport, storage and cleaning of the plant is also to be taken into account. List PPE:	<input type="checkbox"/>	<input type="checkbox"/>
40. Extension leads and power boards are located in a safe position.	<input type="checkbox"/>	<input type="checkbox"/>
41. Electrical equipment is regularly inspected and tagged.	<input type="checkbox"/>	<input type="checkbox"/>

Action Required: [Address all questions that have a NO response]

Date actions completed: :	
Name:	Position:
Signature:	

Return completed form to:Position