|  |  |  |  |
| --- | --- | --- | --- |
| Plant |  | | |
| Plant Owner | (including who controls access to the plant) | | |
| Location |  | | |
| Assessor (s) |  | | |
| Assessment Date |  | Plant ID |  |
| Faculty / Division |  | | |
| School / Area |  | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Exposed Persons | Maintenance | 🞏 | Inexperienced Operator | 🞏 | Bystander | 🞏 | Construction | 🞏 |
| Cleaner | 🞏 | Skilled Operator | 🞏 |  | 🞏 |  | 🞏 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Frequency of Exposure | On a daily basis | 🞏 | Few times weekly | 🞏 | Few times monthly | 🞏 |
| Few times yearly | 🞏 | Annually | 🞏 | One-off | 🞏 |

|  |  |
| --- | --- |
| Assessor (s) |  |

| NA - not applicable for this situation  OK - controls in place and working effectively  the next three categories will be used to create an action list  R - may need improving - in place controls that are not working effectively or need review  I - Implement - new or additional controls that are strongly recommended  C - Consider - new or additional controls may be needed and should be considered | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Control** | **NA** | **OK** | **R** | **I** | **C** |
| **Access (3a. Modification)** |  |  |  |  |  |
| Are steps and walkways adequately guarded? Are holes, gaps and other fall points adequately guarded? |  |  |  |  |  |
| Are steps and walkways adequately lit? Are steps and drops adequately highlighted (e.g. by use of paint)? |  |  |  |  |  |
| Do the floor surfaces of walkways and work spaces adequately minimise the risk of slipping? |  |  |  |  |  |
| Is there adequate access to work areas (clear of obstacles, low ceilings etc) |  |  |  |  |  |
| **Work Environment (3a. Modification)** |  |  |  |  |  |
| Is the plant noisy - need for noise risk assessment, insulation and hearing protection? |  |  |  |  |  |
| Is the work environment adequately lit? |  |  |  |  |  |
| Is vibration from the plant a hazard? |  |  |  |  |  |
| **Isolation (3b. Isolation)** |  |  |  |  |  |
| Are all hot pipes adequately insulated or covered? |  |  |  |  |  |
| Are all live wires, conductors and terminals adequately insulated or covered? |  |  |  |  |  |
| Are interlocks required and in place for doors to pressure equipment and rotating/moving equipment? |  |  |  |  |  |
| Can the plant be isolated and de-energised before maintenance or cleaning? |  |  |  |  |  |
| Is access to hazardous locations such as plant rooms secured by locks and controlled through permit systems? |  |  |  |  |  |
| Is noisy plant adequately insulated and the operator provided with hearing protection |  |  |  |  |  |
| **Controls (3c. Engineering)** |  |  |  |  |  |
| Are alarms and other audible/visual alarms easily to hear/see during plant operations? |  |  |  |  |  |
| Are stop controls easily and readily accessible by the operator |  |  |  |  |  |
| Are visual readouts adequate? Easy to read, not confusing in terms of layout or numbers of readouts? |  |  |  |  |  |
| Can the plant be accidentally activated by poorly placed controls? |  |  |  |  |  |
| Do controls operate as expected: e.g down = on, up = off? |  |  |  |  |  |
| **Engineering (3c. Engineering)** |  |  |  |  |  |
| Is a clamp/clamps needed to secure work bits during the operation of the plant (avoid kickback or sudden movement) |  |  |  |  |  |
| Is ventilation / extraction adequate to remove fumes, vapours and other airborne hazards? |  |  |  |  |  |
| **Guards (3c. Engineering)** |  |  |  |  |  |
| Does the guard have an interlock to stop the plant's operation if opened? |  |  |  |  |  |
| If moving parts are protected by auto cut-offs, are they effective and regularly tested? |  |  |  |  |  |
| Is a guard fitted to shield moving parts? |  |  |  |  |  |
| Is a warning sign needed to remind the operator about run down time when the guard is opened? |  |  |  |  |  |
| Is delicate or dangerous equipment, such as light fittings, protected by guards from damage while accessing or operating plant? |  |  |  |  |  |
| **Emergency (4. Administrative)** |  |  |  |  |  |
| Are pressure relief valves in place and periodically tested? |  |  |  |  |  |
| Does the operator have ready access to first aid and emergency treatment (e.g. eye washes) |  |  |  |  |  |
| Have doors to hazardous locations (e.g. cool rooms) got internal releases and as needed alarms? |  |  |  |  |  |
| Is electrical plant protected by residual current devices (RCDs)? Are RCDs tested as required |  |  |  |  |  |
| Where materials can be spilled, are there adequate arrangements for cleaning up? |  |  |  |  |  |
| **Housekeeping (4. Administrative)** |  |  |  |  |  |
| Are housekeeping standards adequate and being maintained? |  |  |  |  |  |
| Are there tripping hazards? |  |  |  |  |  |
| **Information (4. Administrative)** |  |  |  |  |  |
| Are all wires and pipes adequately identified and marked? Are locations adequately labelled? |  |  |  |  |  |
| Are warning beepers and lights fitted to moving plant (especially with reverse)? |  |  |  |  |  |
| Are warning signs needed to address residual or minor risks? |  |  |  |  |  |
| If hazardous materials are being used, are Material Safety Data Sheets available and risk assessments completed? |  |  |  |  |  |
| Is plant/equipment adequately labelled with Safe Working Limits or operating limits (e.g. racks, lifting gear, pulleys etc.) |  |  |  |  |  |
| Is the operation of the plant covered by a safe working procedure (if appropriate)? |  |  |  |  |  |
| **Monitoring (4. Administrative)** |  |  |  |  |  |
| Does operator access need to be controlled and is that access adequately managed? |  |  |  |  |  |
| Are electrical inspections of plant and leads being carried out? |  |  |  |  |  |
| Is pressure equipment being periodically tested? |  |  |  |  |  |
| Is testing according to relevant Australian standards or industry practice being carried out (e.g. air flow in fume cupboards, operation of interlocks)? |  |  |  |  |  |
| **Regulation (4. Administrative)** |  |  |  |  |  |
| Does the plant require registration? If so is it registered? |  |  |  |  |  |
| **System (4. Administrative)** |  |  |  |  |  |
| If the plant has been modified for the area's use, are the modifications appropriate and approved? |  |  |  |  |  |
| If the plant is hired out, is it inspected beforehand? |  |  |  |  |  |
| Is the plant monitored, operated and serviced according to the supplier's / manufacturer's instructions? |  |  |  |  |  |
| **Training (4. Administrative)** |  |  |  |  |  |
| Are operators adequately trained in the use of the plant? |  |  |  |  |  |
| Do operators require specific certification to operate the plant? |  |  |  |  |  |
| **Work Practices (4. Administrative)** |  |  |  |  |  |
| Are work practices and procedures actually followed? |  |  |  |  |  |
| Is a specific start up / close down procedure required? |  |  |  |  |  |
| Is a tagging / lock-out procedure required and in place before maintenance or cleaning |  |  |  |  |  |
| **Personal Protection (5. Personal Protective Equipment)** |  |  |  |  |  |
| Does the operator need to wear monitoring equipment when using the plant (e.g. radiation badges) |  |  |  |  |  |
| Does the operator need to wear personal protection when using / maintaining the plant (e.g. safety glasses)? |  |  |  |  |  |
| Is a warning sign need to remind operators to use personal protection (e.g. safety glasses)? |  |  |  |  |  |