



# PLANT HAZARD AND RISK ASSESSMENT WORKSHEET (PHA)

		Risk Matrix					
		Consequences	Likelihood or Probability				
		People	Almost Certain (expected)	Likely (will probably occur)	Moderate (might occur – has happened)	Unlikely (could occur – known to happen)	Rare (practically impossible)
<b>Assessment Number:</b>	<b>Assessment Date:</b> 15/01/2019	<b>No Incident or First Aid Injury</b>	<b>High</b> 15	<b>Medium</b> 19	<b>Low</b> 22	<b>Low</b> 24	<b>Low</b> 25
<b>Plant Type:</b> Forklift	<b>Plant Make:</b> ENFORCER	<b>Medical Treatment</b>	<b>High</b> 10	<b>High</b> 14	<b>Medium</b> 18	<b>Low</b> 21	<b>Low</b> 23
	<b>Plant Model:</b> FD25 AT YMA	<b>Alternate Work or Lost Time Injury</b>	<b>Extreme</b> 6	<b>High</b> 9	<b>High</b> 13	<b>Medium</b> 17	<b>Medium</b> 20
<b>Asset/Fleet/Rego #</b> 17082	<b>Plant Serial No.</b> 1802501577	<b>Serious or Permanent Injury</b>	<b>Extreme</b> 3	<b>Extreme</b> 5	<b>Extreme</b> 8	<b>High</b> 12	<b>High</b> 16
<b>Assessment Facilitated by:</b> (Name & Title)		<b>Fatality</b>	<b>Extreme</b> 1	<b>Extreme</b> 2	<b>Extreme</b> 4	<b>Extreme</b> 7	<b>High</b> 11
<b>Assessment Participants:</b> (Name & Title)							
<b>Plant Owner Name:</b> FORK FORCE AUSTRALIA							
<b>Initial Assessment</b> <input type="checkbox"/>	<b>Follow up Assessment</b> (See below) <input type="checkbox"/>						
<b>Follow up based on change to:</b> Use of plant <input type="checkbox"/>		<b>System of work</b> <input type="checkbox"/>		<b>Plant Environment</b> <input type="checkbox"/>		<b>New or additional information</b> <input type="checkbox"/>	
						<b>Plant through modification</b> <input type="checkbox"/>	

Any hazard assessed as presenting a low and/or medium risk level will be controlled using a combination of controls as appropriate.

Any hazard assessed as presenting a high risk level must be controlled using a combination of at least one engineering control and lower level controls as appropriate. Where this is not possible, Workplace Manager consultation must take place.

Any hazard assessed as presenting an extreme risk level will be controlled using elimination and engineering as the primary source of controls. Where this is not possible, Workplace Manager consultation must take place.

- Is the plant designed to perform the task?                      Yes X    No
- Has the plant been modified from the original condition?    Yes     No X
- Is the plant in good working condition and free of weeds & mud?    Yes X    No
- All identified action items closed out/addressed (plant checks)?    Yes X    No



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Is the plant safe to operate? (On completion of PHA and action closure)

Yes  No

Date: 15/01/2019

Signature: Adrian Martin General Manager

Potential Hazards	Hazard			Describe Hazard	Controls Currently In Place on Plant	Current Risk Level	New or Additional Controls Required on Plant	Final Risk Level	New or Additional Controls Action By: (Name and Date)	Action Verified as Complete: (Name and Date)
	Y	N	N/A							
<p>1. Are there any specific warnings or conditions (manufactures or other) relating to potential hazards from the operation of the item of plant?</p> <ul style="list-style-type: none"> <li>▪ Refer to technical or operating manuals, SOPs, safe use instructions</li> <li>▪ List any relevant safety warning hazards &amp; controls</li> </ul>	Y			<p>1 Safe operation</p> <p>2 Qualifications</p> <p>3 Machine maintenance</p>	<p>1. Competency checks</p> <p>2. Daily machine Inspections</p> <p>3 Operating manual supplied</p> <p>4 Use only qualified repair men and mechanics</p> <p>5 Use machine only for tasks it is designed for</p>	Low 21				

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	Y	N	N/A							
<p><b>2. Are there any <u>COMMUNICATION</u> requirements in relation to the safe operation of the plant?</b></p> <ul style="list-style-type: none"> <li>▪ Active signalling processes.</li> <li>▪ Point to point communications.</li> <li>▪ Whistle</li> <li>▪ Spotter (with/without whistles)</li> <li>▪ Flag signalling</li> <li>▪ Labels and signage</li> </ul>	Y			<ol style="list-style-type: none"> <li>1. Collision with persons</li> <li>2. Damage to structures/plant from collision</li> <li>3. Possible injuries from roll over</li> </ol>	<ol style="list-style-type: none"> <li>1. Spotter to be supplied when load restricts operators view and at all times when reversing</li> <li>2. Flashing hazard light to Function at all times</li> <li>4. Reversing alarm</li> <li>5. Driving lights</li> <li>6. Exclusion zones erected when required</li> <li>7. When entering /leaving site use uhf channel19</li> </ol>	Extreme 4	<ol style="list-style-type: none"> <li>1. Inspection of work area prior to task</li> <li>2. Inform workers of plant presence at pre-start</li> </ol>	High 12	Operator and T&M staff--daily	



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	Y	N	N/A							
<b>3. Can anyone be <u>ENTANGLED</u> in the plant?</b>  <ul style="list-style-type: none"> <li>▪ Hair or other body parts caught in moving parts</li> <li>▪ PPE caught in moving parts</li> <li>▪ Isolation devices</li> <li>▪ Warning decals</li> <li>▪ Guarding</li> <li>▪ Rotating parts</li> <li>▪ Emergency stops</li> </ul>	Y			<b>1. Body falling from plant and becoming entangled</b>	<b>1. Seat belt to be worn at all times when operating</b>	Low 21				



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	Y	N	N/A							
<p>4. Can anyone be CRUSHED or TRAPPED? (e.g. through unexpected movement, lack of capability for plant or equipment to be slowed, stopped or immobilised, plant tipping or rolling, being thrown from plant)</p> <ul style="list-style-type: none"> <li>▪ Emergency stop (E Stop)</li> <li>▪ Service or parking brake</li> <li>▪ Battery isolator</li> <li>▪ ROPs/FOPs</li> <li>▪ Being crushed between moving parts</li> <li>▪ Unexpected movement</li> <li>▪ Neutral Start</li> <li>▪ Reversing/travel alarm</li> <li>▪ Warning horn</li> <li>▪ Amber flashing beacon</li> <li>▪ Rear swing warning lights</li> <li>▪ Pedals non slip surface</li> <li>▪ Appropriate controls</li> <li>▪ Rear view mirror</li> <li>▪ Seat belt</li> <li>▪ Door inter locks</li> <li>▪ Crush zone decals</li> <li>▪ Guarding devices</li> </ul>	Y			<p>1. Load shifting causing roll over            2. Injuries from forks of plant            3. Collision with plant/persons            4. Pinch points in mast and Carriage</p>	<p>1. Flashing hazard light            2. Reversing alarm            3. Rear view mirrors            4. Horn            5. Seat belt            6. Warning decals on machine</p>	Low 21	<p>1. Daily documented check of plant by operator            2. Handbrake to be engaged when machine idle            3. Qualified operators only            4. Forks to be left lowered when not in use, and as close to ground when moving            5. Check loads are evenly stacked prior to lifting            6. Apply set standards when moving loads on inclines            7. Do not work under a suspended load            8. Wear seat belt at all times            8. Spotters at all times            9. Exclusion zones when needed            10. Caution when manually adjusting fork tynes</p>	Low 24	Operator daily  T&M employees to assist	
Fork Force Australia Plant Hazard Assessment Form						Fork Force Australia Pty Ltd				Page 5 of 26



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	Y	N	N/A							
<b>5. Can anyone be CUT, STABBED or PUNCTURED?</b>  <ul style="list-style-type: none"> <li>▪ Flying objects</li> <li>▪ Moving parts</li> <li>▪ Pinch points</li> <li>▪ Sharp edges</li> <li>▪ Isolation devices</li> <li>▪ Warning decals</li> <li>▪ Guarding</li> </ul>	Y			<b>1. Body injuries from forks</b>	<b>1. Leave forks on ground when not in use</b>  <b>2. Keep forks low when mobile</b>	Low 21	Nil	Low 21		
<b>6. Can SHEARING occur?</b>  <ul style="list-style-type: none"> <li>▪ Between two moving and rotating parts</li> <li>▪ Between fixed and moving parts</li> <li>▪ Warning decals</li> <li>▪ Guarding</li> </ul>			N/A							



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	Y	N	N/A							
<p><b>7. Can ABRASION, TEARING or STRETCHING occur?</b></p> <ul style="list-style-type: none"> <li>▪ Continuous contact with moving parts</li> <li>▪ Warning decals</li> <li>▪ Guarding</li> <li>▪ Pulling/pushing</li> </ul>			N/A							
<p><b>8. Can anyone be STRUCK whilst operating the plant?</b></p> <ul style="list-style-type: none"> <li>▪ Plant disintegrating</li> <li>▪ Mobility of plant travelling</li> <li>▪ Reversing/travel alarm</li> <li>▪ Amber flashing beacon</li> <li>▪ Work pieces thrown out</li> <li>▪ Moving parts</li> <li>▪ Warning decals</li> <li>▪ Guarding</li> </ul>		N								

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	Y	N	N/A							
<b>9. Can a hazardous PRESSURE be produced?</b>  <ul style="list-style-type: none"> <li>▪ Hydraulic hoses</li> <li>▪ Radiator</li> <li>▪ Come into contact with fluids under high pressure</li> </ul>	Y			<b>1. Hydraulic system creating pressure build up</b>	<b>1 Monitor dials</b>  <b>2 Checks fluids daily</b>  <b>3 Look for leaks</b>  <b>4 Do not operate if faults detected</b>	Low 21				
<b>10. Can an ELECTRICAL hazard be created?</b>  <ul style="list-style-type: none"> <li>▪ Lack of insulation</li> <li>▪ Contact with electrical conductors</li> <li>▪ Poor earthing</li> <li>▪ Water near equipment</li> <li>▪ Lack of isolation</li> <li>▪ Warning decals</li> </ul>		N								

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	Y	N	N/A							
<p><b>11. Can an EXPLOSION or LOSS OF CONTENTS occur?</b></p> <ul style="list-style-type: none"> <li>▪ Gas emission,</li> <li>▪ Dusts</li> <li>▪ Vapours, lubricants</li> <li>▪ Fuel tank</li> <li>▪ Storage of Hazsub's/DG's near plant</li> <li>▪ Warning decals</li> <li>▪ Ejection of workpiece</li> <li>▪ Collapse or fragmentation</li> </ul>	Y			<p>1. Fuel explosion (diesel)</p> <p>2. Gas build up around battery</p> <p>3. Oil burns</p>	<p>1. Keep fuel away from ignition sources</p> <p>2. Allow 2-3 minutes for machine to cool before re-fuelling</p> <p>3 Use funnel for re-fuelling</p> <p>4 Re-charge battery in well Ventilated area</p> <p>5 Do not operate if leaks detected</p> <p>6 Ensure fire extinguisher on hand and in date</p> <p>7 Refer to sds of fuel</p>	Low 21				
<p><b>12. Can anyone using or near the plant SLIP, TRIP or FALL?</b></p> <ul style="list-style-type: none"> <li>▪ Uneven surface</li> <li>▪ Fall from a height</li> <li>▪ Weather conditions</li> <li>▪ Slippery surfaces</li> </ul>	Y			<p>1. Slips/trips/falls</p>	<p>1. When mounting/alighting machine ,use steps and handrail to assist</p> <p>2 Maintain 3 points of contact</p> <p>3 Do not stand on forks Whilst machine moving</p> <p>4 Do not exit cabin of plant while machine running</p> <p>5 Do not climb on plant to work exceeding 1.8m work at height limit</p>	Low 21				



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	Y	N	N/A							
<p><b>13. Are there ERGONOMIC - MANUAL HANDLING hazards associated with the plant?</b></p> <ul style="list-style-type: none"> <li>▪ Poor posture</li> <li>▪ Repetitive or sustained movements</li> <li>▪ Awkward positions</li> <li>▪ Strained movements</li> <li>▪ Poorly designed seating</li> <li>▪ Access and egress</li> <li>▪ Access for maintenance</li> <li>▪ Routine inspections and adjustments</li> </ul>		N								

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	Y	N	N/A							
<p><b>14. Are there ERGONOMIC - OPERATING CONTROL hazards associated with the plant?</b></p> <ul style="list-style-type: none"> <li>▪ Difficult to understand</li> <li>▪ Inappropriate colouring</li> <li>▪ Function not identified</li> <li>▪ Inappropriate controls &amp; switches</li> <li>▪ Access and egress</li> <li>▪ Labelling of controls and indicators</li> <li>▪ Variation in operators</li> <li>▪ Operation by two or more persons</li> </ul>		N								
<p><b>15. Are there specific requirements for ISOLATION of energy sources?</b></p> <ul style="list-style-type: none"> <li>▪ Hydraulic pressure</li> <li>▪ Compressed gases</li> <li>▪ Electrical feeds/capacitors</li> <li>▪ Motive power systems</li> <li>▪ Suspended loads</li> <li>▪ Operation by two or more persons</li> </ul>	Y			1 Overheating	1. Operator to monitor dials regularly  2. Check all fluids daily  3 Keep hood shut to prevent risk of burns from hot engine parts	Low 21				



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	Y	N	N/A							
<b>16. Can unplanned LOSS of POWER create a hazard?</b>  <ul style="list-style-type: none"> <li>▪ Engine shutdown</li> <li>▪ Loss of electrical supply</li> <li>▪ Loss of steering systems</li> <li>▪ Ability to apply brakes and stop</li> <li>▪ Ability to lower suspended loads</li> </ul>		N								
<b>17. Can anyone be SUFFOCATED?</b>  <ul style="list-style-type: none"> <li>▪ Lack of oxygen</li> <li>▪ Contaminated atmosphere</li> <li>▪ Confined spaces</li> <li>▪ Spaces where air flow is inadequate</li> </ul>		N								

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	Y	N	N/A							
<b>18. Does operation of the plant cause extreme TEMPERATURE changes?</b>  <ul style="list-style-type: none"> <li>▪ Fire</li> <li>▪ Burns through conduction</li> <li>▪ Convection</li> <li>▪ Cryogenic burns</li> <li>▪ Operation in extreme heat or cold</li> </ul>		N								
<b>19. Can a FIRE occur?</b>  <ul style="list-style-type: none"> <li>▪ Friction</li> <li>▪ Ingress of materials/fluids</li> <li>▪ Build-up of materials/lubricants</li> <li>▪ Fuels</li> <li>▪ Fire extinguisher</li> </ul>	Y			1. Explosion from fuel ignition	1. Fire extinguisher	Low 21				

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	Y	N	N/A							
<p><b>20. Can certain WEATHER conditions create a hazard?</b></p> <ul style="list-style-type: none"> <li>▪ Hypothermia / extreme cold</li> <li>▪ Heat stroke / extreme hot</li> <li>▪ Wet conditions</li> <li>▪ Electrical storms</li> <li>▪ Dirt &amp; mud on roads at egress points</li> </ul>	Y			<p>1. Environment disturbance by tracking mud onto sealed surfaces</p>	<p>1. Tyres to be cleaned before travelling on bitumen roads</p>	<p>Low 21</p>				
<p><b>21. Does VIBRATION of the plant create a hazard?</b></p> <ul style="list-style-type: none"> <li>▪ Plant becomes unstable</li> <li>▪ Causes physical problems for the operator whilst operating</li> <li>▪ Vibration of equipment</li> <li>▪ Operation could cause unacceptable vibration levels in nearby structures</li> </ul>		N								

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	Y	N	N/A							
<b>22. Can the plant emit toxic FUMES or VAPOURS?</b>  <ul style="list-style-type: none"> <li>▪ Exhaust fumes</li> <li>▪ Chemicals</li> <li>▪ Hazsub's/DGs</li> </ul>	Y			<b>1. Fumes emitted by machine leading to health concerns</b>	<b>1. Machine to be operated in well ventilated areas</b>  <b>2 Air flow devices to be employed where needed</b>  <b>3 Charge battery in well ventilated areas</b>	Low 21				
<b>23. Carry out the NOISE survey on page 9. Is the plant noisy?</b>  <ul style="list-style-type: none"> <li>▪ Emit &gt;85 dBA at the operator</li> <li>▪ Effects operator communication</li> <li>▪ Noise impacts on community during out-of-hours work (including reversing beepers)</li> </ul>			N/A							

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	Y	N	N/A							
<p><b>24. Carry out the LIGHT survey on page 9. Is there poor visibility</b></p> <ul style="list-style-type: none"> <li>▪ At the controls</li> <li>▪ At the task</li> <li>▪ Darkens surrounding areas</li> <li>▪ Light impacts on community or sensitive natural environment during out-of-hours work</li> </ul>			N/A							
<p><b>25. Does the plant emit RADIATION?</b></p> <ul style="list-style-type: none"> <li>▪ Eg X-rays</li> <li>▪ EMR</li> <li>▪ Laser</li> </ul>		N								



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	Y	N	N/A							
<p><b>26. Can operation of the plant create DUST?</b></p> <ul style="list-style-type: none"> <li>▪ Explosive atmosphere</li> <li>▪ Breathing hazard</li> <li>▪ Reduced visibility</li> <li>▪ Nuisance dust at nearby community</li> </ul>			N/A							

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	Y	N	N/A							
<p><b>27. Can the plant become UNSTABLE during operation?</b></p> <ul style="list-style-type: none"> <li>▪ Working on uneven / unstable ground</li> <li>▪ Shifting load</li> <li>▪ Lack of plant support</li> <li>▪ Outriggers</li> </ul>	Y			<ol style="list-style-type: none"> <li>1. Shifting loads</li> <li>2. Roll over</li> </ol>	<ol style="list-style-type: none"> <li>1. Check loads are securely stacked before lift</li> <li>2. Check work area to ensure even surface present</li> <li>3. Operate plant as per manual on inclines</li> <li>4. Do not operate in excess mud or on slippery incline</li> <li>5. Steer clear of open pits/ Trenches</li> <li>6. Do not exceed SWL</li> <li>7. Adhere to speed limits</li> <li>8. Reduce speed when making turns</li> </ol>	Medium 18	<ol style="list-style-type: none"> <li>1. Daily inspection of work area</li> <li>2. Assess all tasks prior to commencing</li> </ol>	Low 21	T&M operator	



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	Y	N	N/A							
<b>28. Could LOSS of LOAD occur?</b> <ul style="list-style-type: none"> <li>▪ Failure of ropes/slings</li> <li>▪ Overloading</li> <li>▪ Entanglement in surrounding structures</li> <li>▪ Maintenance requirements</li> </ul>	Y			<b>1 Crushing</b>	<b>1. Wrap loads before lift</b>  <b>2 Ensure loads tied/strapped before lift</b>	<b>Medium</b> <b>18</b>				

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	Y	N	N/A							
<p><b>29. Is there anything in the SURROUNDING ENVIRONMENT that may produce a hazard?</b></p> <ul style="list-style-type: none"> <li>▪ Power lines</li> <li>▪ Low ceiling</li> <li>▪ Other plant</li> <li>▪ Storage areas</li> <li>▪ Co-located equipment</li> <li>▪ Isolation requirements</li> <li>▪ Potential for flash flooding if operating adjacent to waterways</li> <li>▪ Operating in known areas of weeds, pathogens or contamination</li> <li>▪ Operating in sensitive environments requiring protection from offsite weeds/pathogens or spills</li> </ul>	Y			<ol style="list-style-type: none"> <li>1. Plant</li> <li>2. Personnel</li> <li>3. Structure</li> </ol>	<ol style="list-style-type: none"> <li>1 Spotter</li> <li>2 Work system planning</li> <li>3 Exclusion zones</li> <li>4 Barricading</li> </ol>	Medium 18				

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	Y	N	N/A							
<b>30. Can CHEMICALS create a hazard?</b>  <ul style="list-style-type: none"> <li>▪ Leaking from plant</li> <li>▪ Splashing</li> <li>▪ Explosion</li> <li>▪ PPE considerations</li> <li>▪ Spill kit considerations</li> </ul>	Y			<b>1. Haz Sub. leaking into eco-system</b>  <b>2 Worker contact with Haz. Sub</b>	<b>1. Daily check for leaks</b>  <b>2 PVC gloves worn when re-fuelling</b>  <b>3 Access to spills kit</b>  <b>4 Fire extinguisher</b>	Low 21				
<b>31. Operator TRAINING / QUALIFICATIONS?</b>  <ul style="list-style-type: none"> <li>▪ Training requirements</li> <li>▪ Qualification requirements</li> <li>▪ Competency assessments</li> <li>▪ Documentation</li> <li>▪ Operators manual</li> <li>▪ Equipment experience</li> <li>▪ Product knowledge</li> </ul>	Y			<b>1. Hazardous operation of plant by unqualified operator</b>	<b>1. Current licence</b>  <b>2 VOC</b>  <b>3 Manual supplied</b>	Low 21	<b>1. Read and understand manufacturers instructions and safety rules, operators manual and machine decals</b>	Low 23	All operators	



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	Y	N	N/A							
32. Are there <u>ANY OTHER</u> potential hazards generated by or during the use of this item of plant and/or any attachments?			N/A							



# PLANT HAZARD AND RISK ASSESSMENT WORKSHEET (PHA)

ALL OPERATORS OF THE PLANT OR EQUIPMENT MUST BE BRIEFED ON THE PLANT HAZARD ASSESSMENT (PHA) PRIOR TO FIRST TIME USE.  
 ANY RELEVANT CONDITIONS WHICH MAY IMPACT ON THE OPERATION OF THIS ITEM OF PLANT OR EQUIPMENT MUST BE TRANSFERRED TO THE AMS/TRA.

*Strike out if not applicable*

NOISE REPORT									
Equipment Type:	Serial/Asset No.								
Make:	Model:								
Test by (print):	Date:								
Signature:									
Sound Level Meter Unit Used:									
Manufactures specified noise level:	dBA								
Background level:	dBA								
Results – Operator’s Station									
<table border="1"> <tr> <td>dBA</td> <td>High Idle</td> <td>dBA</td> <td>Low Idle</td> </tr> </table> <p>(Equipment Operating)</p>		dBA	High Idle	dBA	Low Idle				
dBA	High Idle	dBA	Low Idle						
Comments: <b>N/A</b>									
Results – Bystander Position:									
<table border="1"> <tr> <td>Front</td> <td>dBA</td> </tr> <tr> <td>Rear</td> <td>dBA</td> </tr> <tr> <td>Left</td> <td>dBA</td> </tr> <tr> <td>Right</td> <td>dBA</td> </tr> </table> <p>At 7 metres from side of equipment – Equipment Operating (High Idle)</p>		Front	dBA	Rear	dBA	Left	dBA	Right	dBA
Front	dBA								
Rear	dBA								
Left	dBA								
Right	dBA								
Comments:									

*Strike out if not applicable*

LIGHTING REPORT											
Test by (print):	Date:										
Signature:											
Lux Meter used:											
Results – Operator’s station											
<table border="1"> <tr> <td>At controls</td> <td>Lux</td> </tr> <tr> <td>At emergency control</td> <td>Lux</td> </tr> <tr> <td>In front/over task</td> <td>Lux</td> </tr> <tr> <td>Left side task</td> <td>Lux</td> </tr> <tr> <td>Right side task</td> <td>Lux</td> </tr> </table>		At controls	Lux	At emergency control	Lux	In front/over task	Lux	Left side task	Lux	Right side task	Lux
At controls	Lux										
At emergency control	Lux										
In front/over task	Lux										
Left side task	Lux										
Right side task	Lux										
Comments: <b>N/A</b>											
Results – Surroundings:											
<table border="1"> <tr> <td>Clearly seen by others?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Decrease lighting in walkways?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td>Decrease lighting to other workstations?</td> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table>		Clearly seen by others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Decrease lighting in walkways?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Decrease lighting to other workstations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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Comments:											



Fork Force Australia  
ABN 76 088 186 065  
41 Radius Drive Larapinta,  
Qld 4110  
PO Box 4083 Forest Lake  
Qld 4078  
Tel: 07 37276100

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