

Plant & Light Vehicle Pre-Site Acceptance Risk Assessment/Checklist Entry Pass

R = Required; O = Optional; SS = Site Specific; N/A = Not Applicable

COMPANY:	VICTORIAN ACCESS	Prestart Inspection Book	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
EQUIPMENT NUMBER:	TH58	Current Odometer Reading	1285 hrs
REGISTRATION	82471-D	Plant Risk Assessment	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
MAKE	MERLO	Operators Manual	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
MODEL	P40.17	Weed and Seed Declaration	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

MANDATORY REQUIREMENTS SITE / LIGHT VEHICLES MUST MEET THESE MANDATORY REQUIREMENTS BEFORE ACCESSING SITE (NO EXCEPTIONS)	MOBILE PLANT	LIGHT VEHICLES	FIXED PLANT	YES (TICK)	NO (TICK)
First Aid kit (all vehicles i.e. LVs, Crew trucks)	R	R	N/A	<input checked="" type="checkbox"/>	
Flashing Light Fitted (must be visible from 360° view)	R	R	N/A	<input checked="" type="checkbox"/>	
Fire Extinguisher Fitted (must be tested 6 monthly)	R	R	R	<input checked="" type="checkbox"/>	
Audible Reversing Alarm (Activates automatically)	R	R	N/A	<input checked="" type="checkbox"/>	
Seat Belts Fitted	R	R	N/A	<input checked="" type="checkbox"/>	
Horn (Functioning correctly)	R	R	N/A	<input checked="" type="checkbox"/>	
UHF Two-way Radio (radio check to be conducted)	R	R	N/A	<input checked="" type="checkbox"/>	
Jack and Wheel Brace	N/A	R	N/A	N/A	
Mirrors (In place and serviceable)	R	R	N/A	<input checked="" type="checkbox"/>	
Tyres, Adequate Tread, & Inflation as per manufactures requirements	R	R	N/A	<input checked="" type="checkbox"/>	
Emergency Stop Buttons for ALL Mobile Plant					
• Internal (inside cab) – Test	R	R	R	<input checked="" type="checkbox"/>	
• External (outside cab) – Test	R	R	R	<input checked="" type="checkbox"/>	
A means to positively isolate the energy system (e.g. ignition key, battery isolator or similar)	R	R	R	<input checked="" type="checkbox"/>	
Maintenance Log book and service history	R	R	R		
OPERATIONAL CHECKS					
Service Brake	R	R	N/A	<input checked="" type="checkbox"/>	
Park Brake	R	R	N/A	<input checked="" type="checkbox"/>	
Emergency Brake	R	N/A	R	<input checked="" type="checkbox"/>	
Wheel Rims	R	R	R	<input checked="" type="checkbox"/>	
Wheel Nuts	R	R	R	<input checked="" type="checkbox"/>	
Tyre Tread – No damage	R	R	R	<input checked="" type="checkbox"/>	
Mudguards fitted	R	R	R	<input checked="" type="checkbox"/>	
Steering Operational	R	R	R	<input checked="" type="checkbox"/>	
4WD (Operational Areas)	R	R	R	<input checked="" type="checkbox"/>	
Windscreen	R	R	R	<input checked="" type="checkbox"/>	

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Windscreen Wipers and Washers	R	R	R	✓	
Nil vibrations or rattles	R	R	R	✓	
Park/clearance Lights	R	R	R	✓	
Tail Lights	R	R	R	✓	
Brake Lights	R	R	R	✓	
Reversing Lights	R	R	R	✓	
Clutch/Gearbox operations	R	R	R	✓	
BODY CHECKS					
Panel Damage or Rust	R	R	R	✓	
Door Operation	R	R	R	✓	
Tailgate Operation	R	R	R	N/A	
Canopy – Tourneau condition	R	R	R	N/A	
Load Restraints	R	R	R	✓	
ENGINE CHECKS					
Nil Oil Leaks	R	R	R	✓	
Nil Fuel Leaks	R	R	R	✓	
All fluid levels checked	R	R	R	✓	
Radiator in good condition	R	R	R	✓	
Battery condition	R	R	R	✓	
Hoses in good condition	R	R	R	✓	
Engine Mounts	R	R	R	✓	
MISCELLANEOUS					
Craning valves, (e.g. check valves), fitted to boom and dipper arm of excavators, backhoes and loaders.	R	N/A	N/A	✓	
Provision for safety pin on attachment quick hitch or certified compliance to AS 4772 (Excavators, Backhoes, Front-End Loaders)	R	N/A	N/A	✓	
Load Covers Provided (e.g. Haul Truck)	R	N/A	N/A	N/A	
Load Restraints Fitted (where required)	R	R	N/A	✓	
Connections for Harness for Working at Heights e.g. Piling Rig Mast	R	N/A	R	N/A	
Isolation point identified with signage and lockable	N/A	N/A	R	✓	
Load Charts available & legible (Excavator, Front-End Loader, Back-Hoe, Forklift, Cranes, etc.)	R	N/A	R	✓	
Load Indicators/overload warning devices functioning correctly where fitted.	R	N/A	R	✓	
Safety Warning Decals Legible	R	N/A	R	✓	
Control Decals Legible (where required)	R	N/A	R	✓	
Item of Plant/Light Vehicle is clean of soil and plant material and weed and seed declaration form completed	R	N/A	N/A	✓	
ROPS (Rollover Protective Structure)	R	N/A	N/A	✓	
Working at Height Safeguards (equipment being accessed where position will be above 2m from ground height)	R	N/A	N/A	N/A	

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Safeguards in place and operational (Plant specific operational lockouts)	R	N/A	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Photos taken for historical evidence:	R	R	R	<input checked="" type="checkbox"/>	<input type="checkbox"/>

ITEMS TO BE ACTIONED		
ITEM	RESPONSIBLE PERSON	DUE DATE

SUB-CONTRACTOR AUTHORISED PERSON <i>(person completing pre-site inspection before arrival to site)</i>			
NAME:	LUKE HAMILTON	ROLE:	MANAGER
SIGNATURE:	<i>L. Hamilton</i>	DATE:	19-3-20
SITE SAFETY CHECK COMPLETED BY <i>(project contact)</i>			
NAME:		ROLE:	
SIGNATURE:		DATE:	
SITE APPROVED STICKER #:			

Plant & Light Vehicle Weed and Seed Inspection Form

COMPANY:	VICTORIAN ACCESS	REGISTRATION:	
TYPE OF PLANT:	TELEHANDLER		
MAKE:	MERLO	MODEL:	P40-17
EQUIPMENT NUMBER /SERIAL NUMBER:	C744122		

INSPECTION SAFETY INSTRUCTIONS

- 1) Caution: Inspections to be conducted by personnel familiar with vehicle present
- 2) Ensure Machine/Vehicle or Plant is parked on level ground.
- 3) Use wheel chocks to support machine.
- 4) Isolate machine as per isolation procedures.

HAVE YOU CHECKED IF EACH OF THE BELOW ARE FREE OF WEED AND SEED INCLUDING DEBRIS?	YES	NO	NA
Engine bay including radiator grill, flap, flat surfaces and any other potential catch points	✓		
Wheel arch and guards including mounts, folds, flared sections and any other potential catch points	✓		
Suspension and axles including mounts, springs, dampers and any other potential catch points	✓		
Brakes and wheels including front and rear brake callipers/drums, wheel hubs, handbrake operation, wheel Bearings, hub caps and any other potential weed and seed catch points	✓		
Air Filters- Ensure air filters are clean and free of soil dust and seeds	✓		
Cab including floor mats and seat covers, floor and cargo spaces, panniers and carriers, spare wheel well, windscreen wipers, sun visors and any other potential catch points	✓		
Miscellaneous items including mounted equipment (eg. Bull bar), tracks, boom, buckets or forks, hydraulics, hoses and any other potential catch points	✓		

COMMENTS

Declaration that Plant / Equipment / Vehicle is free from Soil and Weed Seed

I declare that the vehicle or machinery provided to WBHO-I Western Roads Upgrade Project is free of all weed and seed and has been provided to WBHO-I free of any debris material as per Western Roads Upgrade Project requirements.

NAME:	LUKE HAMILTON		
POSITION:	GENERAL MANAGER		
SIGNATURE:	L. Hamilton	DATE:	18-03-2020.