

RISK ASSESSMENT OF PLANT

Models: SJ12 and SJ16 Serial Range 14001630 and Above

DATE OF ASSESSMENT : 12/09/2011	PLANT DESCRIPTION: SELF PROPELLED VERTICAL MAST – SKYJACK MODEL SJ12/SJ16	ORGANISATION: SKYJACK AUSTRALIA
Preliminary Assessment for Review	RISK ASSESSMENT METHOD USED: SAFETY REVIEW	ADDRESS : 4 Coates Place Wetherill Park NSW 2164

A	B	C	D	E	F	X	Y	Z
Hazard No.	Hazard Description - (the situation or parts of plant which could cause injury or illness)	Is there any risk?	Risk	Proposed SUPPLEMENTARY risk control measure	Are the control measures practicable? Yes/No	For Action by whom	Confirmation that the necessary action has been completed	Notes
		Describe the risk control measures ALREADY implemented	L = Low M = Med. H = High					
1	General							
1.1	Persons could be injured when following a poor system of work in relation to the operation of this device	Operating and Maintenance manual provided detailing specifications, limitations and residual hazards associated with the operation of the machine. [15801AB-A]	H	Prepare a documented system of work having regard to the operating specification and limitations as detailed in the owners operating manual. AND Verify that the procedure (including maintenance) covers all modes of operation of the Unit and is a practicable solution. AND Instruct and train the operator in its use.	Yes Yes Yes	MGMT MGMT MGMT		
1.2	Persons could be injured if the device is not suitable for the required task	Machine specifications are included in the manual [Section 4, pp49,-51]	H	Ensure that the unit is adequately rated in terms of capacity, height and reach, rated inclination and mass; having regard to the required task, the site conditions and the environment AND Source another machine if the specifications do not match the requirements for the task	Yes Yes	MGMT MGMT		
1.3	Persons could be injured or injure		H	Ensure that all standard work	Yes	MGMT		

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	others when operating the unit without sufficient information, instruction, training and supervision.			procedures (SWP's) are effectively implemented AND Ensure that the operator(s) have read and understand the training and instructions (which must include Manufacturer's and local information).	Yes	MGMT		
1.4	Injury as a result of site specific hazards.	Warnings in manual [PP8-9,11]	M	Ensure operators are able to identify particular hazards that may be encountered at the site and implement actions to ensure that they are addressed by appropriate means. AND Ensure operators conduct a site hazard assessment before use AND Ensure Operators implement appropriate systems to eliminate the hazards or adequately control the risks associated with the hazards identified. AND Ensure operators feedback information relating to new hazards identified so they may be reviewed and measures implemented in a training package. AND Ensure that if operators are uncertain how to address a particular site hazard that they seek advice from a competent person.	Yes Yes Yes Yes	MGMT MGMT MGMT MGMT		
1.5	Persons could be injured if the unit is operated by persons under the influence of drugs and/or alcohol.	Warning in manual [P10]	H	Ensure that operators do not use the unit while under the influence of alcohol or drugs.	Yes	MGMT		
1.6	Persons could be injured if the	Warning in manual [P10]	H	Instruct the operator that he/she must	Yes	MGMT		

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	operator's performance is inhibited by poor health or medication with side effects.			report to the supervisor if suffering poor health and safe operating performance could be affected.				
1.7	Persons could be injured if the operator's performance was inhibited by excessive fatigue.		H	Implement a system to ensure that operators do not work excessive or continuous shifts and manage peak demands.	Yes	MGMT		
1.8	Persons could be injured if the operator's vision is impaired by sunlight or bright lights in close proximity.		H	Instruct the operator to in relation to the sighting of lights.	Yes	MGMT		
1.9	Persons could be injured if the unit is operated during storms.	Warning in manual [P7]	H	Ensure that the unit is not operated during storms or if storms may arise when carrying out the required task	Yes	MGMT		
1.10	Persons could be injured if equipment is operated while not wearing appropriate PPE.	Warning in manual [P8] Requirement specified in AS2550.10	H	Provide specification for appropriate PPE including gloves, safety glasses, hard hat and safety footwear as appropriate. AND Instruct operators on the requirements for its use. AND Ensure PPE is inspected and certified on a routine basis.	Yes Yes Yes	MGMT MGMT MGMT		
1.11	Persons could be injured due to exposure to UV. <i>Cont:</i>		M	If required develop and provide specification for appropriate UV protection and its use. AND Provide UV protective equipment AND Instruct operators on the requirements for its use. AND Ensure procedures are audited on a routine basis.	Yes Yes Yes Yes	MGMT MGMT MGMT MGMT		
1.12	Injury due to unauthorised use.	Unit is provided with a lockable main	L	Ensure that the unit is locked before	Yes	MGMT		

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		power key switch. Note in manual [PP8, 13,14]		leaving unattended AND Ensure that the machine is not lent or sub-hired to any unauthorised person	Yes	MGMT		
2	Structural Failure							
2.1	MEWP could collapse as a result of design or manufacturing fault.	Designed & manufactured and tested by Skyjack to the requirements of AS1418.10. Prerequisites included in manual regarding personnel qualifications and responsibilities [P14	L	Ensure that the unit is registered with Skyjack Inc. AND Periodically check for the existence of routine Safety Alerts that may be issued by the manufacturer or the representative. AND Routinely inspect the MEWP by a competent organisation external to Operator. AND Monitor local Hazard Alerts and Incident Safety Notices and examine these to determine if they are or could be relevant to the MEWP.	Yes Yes Yes Yes	MGMT MGMT MGMT MGMT		
2.2	Structural failure due to influences from load combinations not taken fully into account <i>Cont:</i>	Operation manual details the load combinations which are acceptable. [Section 4]. Specification provided on nameplate. Operation of MEWP interlocked so that it cannot be operated on slopes outside the specified limit. Load limit marked on platform. Warning provided on the machine and specification provided in manual.	L	Ensure that the machine is only operated within the specification detailed in the operating manual and in accordance with industry standards and AS2550.10; AND Ensure each person required to operate the machine has been trained and assessed in accordance with the High risk work (WP) assessment instrument or equivalent. AND Ensure the machine is isolated to prevent unauthorised use at the end of each work shift.	Yes Yes Yes	MGMT MGMT MGMT		

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				AND Verify expected loading and confirm it is less than Rated Capacity AND Verify operating slopes AND Verify wind loads expected in service.	Yes Yes Yes	MGMT MGMT MGMT		
2.3	Structural failure due to dynamic loading	Warning in manual regarding operation near drop-offs [P8]. Speeds provided in manual [P49]	L	Ensure that the system speeds are set to the specifications provided in the manual. AND Ensure that the MEWP is maintained in a manner to minimize the excessive backlash between components	Yes Yes	MGMT MGMT		
2.4	MEWP could collapse as a result of poor structural/mechanical condition due to fatigue/wear <i>Cont</i>	Machine design extensively tested and validated for effects of fatigue. Pre-start checks include checks of general structural and mechanical items and are included in manual. [Table 4.6] Note in manual to refer to latest service Bulletins on Skyjack Website Checks of general structural and mechanical items included in manual cover critical components. AS2550.10 covers inspections	L	Ensure that prestart checks are completed in accordance with the instructions in the manual AND That the machine is inspected and maintained by a competent person in accordance with the instructions outlined in the service manual. AND That the Skyjack website is consulted for latest updates in relation to the unit. AND Undertake major inspection per AS2550.10 at end of design life.	Yes Yes Yes Yes	MGMT MGMT MGMT MGMT		
2.5	Persons could be injured by the unit if operating in poor mechanical or hydraulic condition.	Service and inspection log provided in manual. Preoperational checks listed in manual	L	Ensure that the unit is checked, repaired and maintained by a competent person in accordance with the checklists contained in the operation manual,	Yes	MGMT		

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				AND Modify maintenance program according to use AND Undertake major inspection per AS2550.10 at end of design life. AND Instruct the operator/competent person to report all faults to management. AND Ensure all inspections, servicing, replacement of parts and modifications are entered into logbook. AND Use equivalent replacement parts AND Log replacement.	Yes Yes Yes Yes	MGMT MGMT MGMT		
2.6	Personnel injured due to illegible safety signs.	Full complement of signs provided in manual [PP54-64]	L	Maintain signs and replace as necessary	Yes	MGMT		
2.7	Due to accidental impact – unintentional activation of controls	Controls protected against impact by a guard and enable switch. Controls more than 50mm below guardrail level. Instruction in manual to press emergency stop button when stopped. [3.8.3]	L	Ensure that Emergency Stop switch is depressed when the platform stationary Implement system to ensure adequate reporting of all incidents in relation to machine AND Ensure that all incidents in relation to the machine are reported and acted on.	Yes Yes Yes	MGMT MGMT MGMT		
2.7.1	Unintentional activation due to entanglement with joystick	Modified guard fitted to ensure that enable switch cannot be contacted accidentally contacted by an external cord, clothing or hose. Instruction in manual to press		Ensure that Emergency Stop switch is depressed when the platform stationary	Yes	MGMT		

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		emergency stop button when stopped. [3.8.3] Note in manual to avoid entanglement with hoses or cords [P8]						
2.8	Failure due to unauthorised alteration or interference.	Note provided in operators manual [P11] prohibiting unauthorised modification	L	Seek advice for all modifications/repairs considered during life of machine. AND Ensure that no additions or alterations are performed on the platform without approval	Yes Yes	MGMT MGMT		
2.9	Structural failure because of loose or missing fasteners		L	Management to provide a logbook for use by the operator and service personnel AND Ensure that the unit is checked, repaired and maintained in accordance with the checklist contained in the operation manual, by a competent person.	Yes Yes	MGMT MGMT		
3	Overturning							
3.1	Persons could be injured as a result of instability or overturning – on excessive slope	Chassis Tilt Alarm and interlock provided Instructions included in operations manual regarding site checks prior to deploying unit [P10] Explanation of operation provided in manual. [P15] Slope limits provided [P49]	L	Ensure that the MEWP is operated within the rated slope limitations specified AND Ensure that the tilt sensor is maintained in a proper working order at all times.	Yes Yes	MGMT MGMT		

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3.1.1	Overtuning recovering from an increased grade	Vertical Mast Platform can only lower. Unit stability tested per AS1418.10 requirements	L	Ensure that personnel lower the platform when the tilt alarm is triggered	Yes	MGMT		
3.2	Overtuning due to collapse of support surface	Instructions included in operations manual regarding site checks prior to operating MEWP [P9]. Wheel load labels fitted to the unit and in manual. Additional notes in AS2550.10	M	Ensure the unit is not set up on rough, soft or otherwise hazardous surfaces	Yes	MGMT		
3.3	Overtuning as a result of setting up on uneven surfaces	Tilt alarm provided. Warning in manual [P10] Pre-op checks specified in manual [P52]	L	Ensure that operators are trained relating to proper setup, including the necessity to set up on flat surfaces within the limits specified both fore and aft and sideways on the nameplate. AND Ensure operators follow these requirements	Yes	MGMT		
					Yes	MGMT		
3.4	Overtuning due to overloading the platform	Unit stability tested in accordance with the requirements of AS1418.10. - Enhanced overload and stability criteria. Precautions in manual [P9]. Rated load indicated on platform and data plate	M	Ensure that the rated capacity is not exceeded and personnel observe the load sensing system alarms and understand their meaning. AND Conduct a weight audit on a periodic basis	Yes	MGMT		
					Yes	MGMT		
3.5	Driving into a depression or near a drop off.	Warnings in manual [P10] Pothole protection system fitted Inspection and tests provided in manual.[2.3.7, & p27]		Ensure that the unit is not operated near drop-offs or holes AND Check the operation of the pothole protection system per the manual.				
3.6	Overtuning due to high wind loads	Unit designed and stability tested for a maximum wind speed of 12.5 m/s – for one person with deck extended.	L	Ensure that bluff bodies are not carried or fitted to the platform AND Ensure that the MEWP is not operated	Yes	MGMT		
					Yes	MGMT		

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		Machine meets equivalent level of safety required by AS1418.10 Maximum wind speed stated in operators manual, warnings in manual regarding the fitting of bluff bodies which may increase loads due to wind. [P8]		in high wind gusting above the rated wind speed. AND Monitor wind forecasts on a regular basis	Yes	MGMT		
3.7	Pushing or Pulling objects with platform.	Warnings provided in manual [P9] Label on the machine.	M	Ensure that operators do not exert lateral force greater than that specified.	Yes	MGMT		
3.8	Due to tyre failure	Solid tyres fitted Instructions in manual regarding inspection and replacement. [PP9,17,51]	L	Check tyre condition as per manual AND Ensure that only correct specification tyres and wheels are fitted	Yes Yes	MGMT MGMT		
3.9	Due to incorrect tyre specification	Specification and warning provided in manual [P49 table 2.3, P59]	M	Ensure that only the correct specification tyres are used	Yes	MGMT		
3.10	Operation on a truck or similar device	Warning in manual [P9]	M	Ensure that the unit is only operated on firm ground capable of adequate capacity and never on vehicle or similar	Yes	MGMT		
3.11	Overturning during towing with platform raised.	Warning in manual. [2.5]	M	Ensure that the platform is not towed with the platform raised.	Yes	MGMT		
4	Control malfunction & uncontrolled motions							
4.1	As a result of control malfunction.	Enable switch and Emergency Stop system fitted. Pre-operation checks included in manual [Section 2.4]	L	Ensure that control cubicle is clear and free of tools and equipment that could jam controls AND Verify condition and operation of controls per manual. AND Check operation of Emergency-stop system every day before use	Yes Yes Yes	MGMT MGMT MGMT		
4.2	Due to contamination of hydraulic	Simple robust system with electric	L	Ensure that the hydraulic system is	Yes	MGMT		

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	system.	powered pump actuated on demand directly by controls. Suction strainer provided.		maintained by competent persons employing proper practice.				
4.3	Accidental knocking of controls	Enable switch provided. Emergency stop provided Instruction in manual to press emergency stop button when stopped. [3.8.3]	L	Maintain control console. AND Ensure that the enable switch is tested per the manual pre-operational instructions. AND The emergency stop is pressed when the platform is stationary.	Yes Yes Yes	MGMT MGMT MGMT		
5	Hydraulic							
5.1	Failure of cylinder or hose resulting in movement	Cylinder fitted with load holding valves. Vertical movement is the only possible motion.	L	Ensure that the machine is withdrawn from service and repaired if the mast or platform position is not maintained or there are signs of hydraulic leaks.	Yes	MGMT		
6	Crushing/Trapping Hazards							
6.1	Crush injury as a result of operation – either travelling or raising.	Warning provided in manual. [P11]. Movement is limited to either Vertical motion or drive motion.	M	Ensure that operators, observe the surroundings and travel at appropriate speeds AND Ensure that ground personnel are available to observe and take corrective action if necessary. AND Ensure they are familiar with emergency operation procedures	Yes Yes Yes	MGMT MGMT MGMT		
6.2	From pothole protection device	Warnings in manual 3.5.3] and decals on machine	M	Ensure that personnel remain clear of the pothole protection device when the machine is being operated.	Yes	MGMT		
6.3	Ground personnel crushed whilst machine is travelling.	Warning in manual [P9] All motion alarm fitted Checks specified in manual [P27]	M	Ensure that personnel remain clear of the platform when in use. AND Ensure that All motion Alarm is	Yes Yes	MGMT MGMT		

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6.4	Persons exposed to vehicular traffic.		M	checked per manual Implement a traffic management system	Yes	MGMT		
6.5	Crushing during maintenance	Interlock provided that isolates pump and functions when access cover is removed Warning in Manual that access to the hydraulic/electric compartment must only be performed with the platform lowered. [PP19, 43]	L	Ensure that maintenance is performed only when the platform is lowered and in the maintenance position.	Yes	MGMT		
7	Slips, trips, falls							
7.1	Falling from the platform	Non slip flooring and standard access provided. Warning provided regarding use of three points of contact [PP11,18,21,23,27] Warning provided regarding standing on guardrails.[P9]	L	Ensure that access points and platform floor are maintained and free of obstacles, slick surfaces and slip resistant. AND Observe instructions in manual.	Yes Yes	MGMT MGMT		
7.2	Stepping out of elevated platform	Warnings provided in manual [P12] Refer to requirements per AS2550.10	L	Ensure that operator egress at heights is prohibited unless in an emergency and there is a safe means to do so. AND Ensure that the operator does not egress from the platform at height unless secured via a twin lanyard assembly to a secure anchor point on a fixed structure	Yes Yes	MGMT MGMT		
7.3	Use of step ladders or stools in platform	Warnings provided in manual [P9] Refer to requirements in AS2550.10	L	Ensure that operators do not use any means to gain additional height	Yes	MGMT		
7.4	Falling through the platform gate.	Note in manual to check that the gate self closes and latches [P18]	L	Ensure that the gate is free to close and automatically latches before use.	Yes	MGMT		
7.5	Falling whilst performing maintenance checks.		L	Ensure that operating procedures and appropriate equipment is used during maintenance.	Yes	MGMT		

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8	Falling Objects							
8.1	Ground crew or passerby being struck by falling tools or objects	Warnings provided in manual [P10] See also AS2550.10	L	Barricade area from public access AND Ensure that materials are not supported on the guardrails or exceed the confines of the platform.	Yes Yes	MGMT MGMT		
9	Electrical Hazards							
9.1	Persons could be injured due to contact or approach to live electrical apparatus	Warnings provided in manual [P7] Legislative requirements to maintain clearances Warnings in AS2550.10	M	Ensure persons observe the limits of approach as specified by regulation and as indicated on the signs attached.	Yes	MGMT		
9.2	Use in Storms	Warning provided in manual [P7]	F	Ensure that the unit is not used in storms	Yes	MGMT		
9.3	Driving over electrical leads	Warning in manual [34]	M	Ensure that the unit is not driven near or over electrical leads or apparatus.	Yes	MGMT		
9.4	Electric shock due to fault with AC power supply		M	Check the condition of the AC Power supply on a routine basis AND Ensure that the supply is appropriately protected	Yes Yes	MGMT MGMT		
9.5	From Battery Charger	Warning in manual regarding immersion in water [P44] Warning to ensure that charger is connected to properly grounded AC supply [P44]	M	Ensure that the battery Charger is not exposed to water and is in proper working order before use. AND Ensure that power supply is properly protected with a Residual Current Device	Yes Yes	MGMT MGMT		
10	Fire or Burns							
10.1	Work in an explosive atmosphere.	Warning provided in manual [P11]	M	Ensure unit is not used in a hazardous environment.	Yes	MGMT		
10.2	During battery maintenance	Note in manual [P44]]	L	Ensure that battery maintenance is performed by competent persons in accordance with established SWP's.	Yes	MGMT		

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11	Transport & Handling							
11.1	Injury as a result of accumulated deterioration during long term storage.		L	Ensure that an annual inspection is comprehensively performed before returning the unit to service.	Yes	MGMT		
11.2	Injury loading/unloading from vehicle	Warnings and instructions provided in manual [Section 3.9.1]	M	Ensure that the loading ramps are adequate to support the machine and the gradient is less than the maximum gradability AND Ensure that the transport vehicle and ramps are secured to prevent rolling/shifting AND The ramp offers adequate friction to prevent slipping	Yes Yes Yes	MGMT MGMT MGMT		
11.2.1	Injury releasing brakes	Warning in manual [2.5.1]	L	Ensure that the unit is secured before releasing the brakes AND Ensure they are re-engaged before use or leaving unattended.	Yes Yes	MGMT MGMT		
11.3	Injury from unsecured device	Procedures provided in manual [Section 3.9.1]	M	Ensure that the unit is secured in accordance with the requirements in the manual and the turret transportation lock is engaged	Yes	MGMT		
11.4	Lifting the unit	Procedure in manual [3.9.2] Machine weight provided on nameplate	L	Ensure that only the designated lift points are used during lifting and that all rigging is appropriate for the task AND The platform is lowered and retracted	Yes Yes	MGMT MGMT		
12	Maintenance							
12.1	Injury during hydraulic maintenance from pressurized sources		L	Instruct persons to follow all precautions stated in manual. AND To follow established SWP's relating to hydraulic maintenance.	Yes Yes	MGMT MGMT		

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12.2	Strains/sprains when removing or performing certain maintenance aspects of the Unit.		L	Establish appropriate work procedures for all anticipated maintenance issues arising AND Periodically review these SWP's.	Yes	MGMT		
12.3	Persons may be injured as the result of poor maintenance and/or adjustment procedures.		L	Supplement the manuals with concise criteria in respect of : Hazard warnings as detailed herein and as identified during periodic safety assessments and updates as suggested in manual reviews AND Ensure that the unit is tested by a competent person prior to being returned to normal service after repairs and/or adjustment of critical components or systems.	Yes	MGMT		
12.4	Persons injured handling heavy or unsupported items		L	Instruct personnel in respect of proper maintenance procedures including the necessity to support items during maintenance.	Yes	MGMT		
12.5	Persons injured due to exposure to pinch points/shear points		L	Instruct personnel in respect of proper maintenance procedures.	Yes	MGMT		
12.6	Repair personnel crushed by falling platform during maintenance		M	Ensure personnel are trained in correct repair procedures	Yes	MGMT		
13	Emergency Procedures							
13.1	Injuries exacerbated as a result of incorrect emergency retrieval procedures	Instruction in manual [Section 2.6] Simple manual lowering system	L	Ensure that persons are available at ground level and are familiar with the operation of the emergency system to effect retrieval.	Yes	MGMT		
13.2	Injuries exacerbated as a result of insufficient communication procedures or equipment.		L	Establish and audit routine emergency procedures AND Ensure that all operators are equipped with portable communications equipment where necessary.	Yes	MGMT		

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				AND Establish protocols and procedures to ensure a timely and appropriate response in emergencies. AND Ensure all operators report in when attending site and on a routine basis thereafter.	Yes Yes	MGMT MGMT		
13.3	Injuries exacerbated as a result of working solo.		L	Ensure that workers do not work solo Or if not practicable AND Ensure that all operators working solo are equipped with portable communications equipment. AND Establish protocols and procedures to ensure a timely and appropriate response in emergencies AND Specify maximum time limits and permissible routines for working solo. AND Ensure all operators report in when attending site and on a routine basis thereafter.	Yes Yes Yes Yes	MGMT MGMT MGMT MGMT		
14	Other							
14.1	Persons injured using toxic chemicals or flammable materials in platform	Open Platform provided	L	Ensure operators are aware of the hazards specific to the material being used.	Yes	MGMT		
14.2	Due to confusing or conflicting instructions in the manual	Manual revised and updated.	L					
14.3	Due to failure to observe or rectify safety upgrades from manufacturer		L	Ensure that the owner of each machine is registered with the manufacturer. AND Periodically check the status in respect	Yes Yes	MGMT MGMT		

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				of safety bulletins or upgrades applying to the machine. AND Ensure that safety upgrades provided by the manufacturer are implemented. AND Ensure the manufacturer is advised when the machine is disposed of.	Yes Yes	MGMT MGMT		
14.4	Persons injured due to unrecognized hazard.	Preliminary Hazard ID prepared provided.	M	Update hazard ID as necessary AND Implement Risk control measures as necessary having regard to the hierarchy of control measures available.	Yes Yes	MGMT MGMT		

ⁱ An alternative would be to consider incorporating logic such that the machine will not operate if a function is activated prior to the enable switch being activated and, that the joystick moves prior to the enable switch being triggered if the joystick experiences an external force.

NOTES:

1. SKJ: Skyjack
2. MGMT: Refers to the person legally responsible for the use of the unit; it generally means the employer, the company or the legal entity that has responsibility under the Health and Safety legislation in the State or Territory in which the unit is being used.
3. OP: Is the operator, authorized by management and responsible for the operation and preoperational inspection and use of the unit.
4. OWNER: Is the person or organisation that owns the unit and is responsible for its condition and state of repair.

GENERAL NOTES:

1. *This Risk Assessment has been prepared for Skyjack Australia for the subject plant and is not transferable to other plant or parties.*
2. *Item Numbers refer to hazards, which can exist if the unit is not adequately maintained – e.g. Guards not fitted, gauges fail to correctly display readings etc. The measures listed to control risks arising from this type of hazard can include reference to operating procedures. Operating Procedures cannot make the operator responsible for inadequate maintenance/repairs etc but is only intended to ensure that the procedures include the need for the operator to report any faults detected.*
3. *This Hazard Identification and Risk Assessment document has been prepared based on information available at the date of publication. In order to ensure this Hazard Identification, Risk Assessment, Risk Control document is **both accurate and complete**; “Management of the Unit” must review it:*
 - (a) According to the particular circumstances under which the plant and/or process is used and maintained,*
 - (b) As new hazards are identified or as risks are re-assessed,*
 - (c) As new or revised control measures are implemented,*
 - (d) As and when work procedures are altered.*

Although every attempt has been made by to identify reasonably foreseeable circumstances, no guarantee as to the completeness of this assessment is implied or provided.
4. *“Preliminary” is placed in this document to indicate that the Controls listed in **Columns C and E** are a practicable way of controlling the risks arising out of the Hazards listed in **Column B**. “Preliminary” status remains in place until the “Management of the Unit” agrees that the assessment is complete and that the controls proposed are practicable.*
5. ***Column Y** has been provided on the document to allow the “Management of the Unit” to record that their Hazard Identification, Risk Assessment, and Risk Control process has been completed and that all controls are in place and operating. When **Column Y** is completed, the document becomes a record of the completeness of the process and the documentation (subject to any changes which need to be further reviewed in accordance with Item 3 above).*
6. *The use of the word “AND” or “&” in the supplementary risk control measure column is intended to mean that the combination of risk control measures are to be implemented on the whole not in part.*
7. *The determination of risk, column D, is a subjective assessment based on the following factors: exposure – the number of times humans are exposed to the risk, the probability of the hazard arising, and the consequence of the hazard – death or serious injury.*

Risk Management

Risk management is a five-step process for controlling exposure to health and safety risks associated with hazards in the workplace. To properly manage exposure to risks, a person must:

- (a) Identify hazards;*
- (b) Assess risks that may result because of the hazards;*
- (c) Decide on appropriate control measures to prevent or minimise the level of the risks;*
- (d) Implement control measures; and*
- (e) Monitor and review the effectiveness of the measures.*

Hazards and risks are NOT the same thing.

*A **hazard** is something with the potential to cause harm. This can include substances, plant, work processes or other aspects of the work environment.*

***Risk** is the likelihood that death, injury or illness might result because of the hazard.*

As examples:

- The hazard is electricity—the risk is the likelihood that a worker might be electrocuted because of exposure to electrical wires that are inadequately insulated.*
- The hazard is a 40 kg bag—the risk is the likelihood that a worker might suffer back strain from manually lifting 40 kg bags.*
- The hazard is carbon monoxide—the risk is the likelihood that a worker might suffer carbon monoxide poisoning because they are using a petrol-operated pump in a well.*

When undertaking risk management:

- (a) Involve workers in the process; (it is legal requirement that all stakeholders are consulted)*
- (b) Don't use it to justify a decision that has already been made;*
- (c) Consider good industry practice; and be aware of the current State of Knowledge in relation to the hazard*
- (d) Record any risk management activities undertaken.*

Under the relevant Workplace Health and Safety Acts, to properly manage exposure to risks, a person should consider the appropriateness of control measures in the following order (sometimes referred to as the 'Hierarchy of Control'):

- (a) Eliminating the hazard or preventing the risk; or*
- (b) If eliminating the hazard or preventing the risk is not possible, minimising the risk by measures that must be considered in the following order:*
 - (i) Substituting the hazard giving rise to the risk with a hazard giving rise to a lesser risk;*
 - (ii) Isolating the hazard giving rise to the risk from anyone who may be at risk;*
 - (iii) Minimising the risk by engineering means;*
 - (iv) Applying administrative measures; and*
 - (v) Using personal protective equipment.*

Examples of subparagraph (iii)—re-designing work, plant, equipment, components or premises.

Examples of subparagraph (iv)—training, reasonable hours of work.

The higher in the hierarchy of control, the better and more reliable the control is. In practice, several control options are often used in combination. Personal protective equipment is usually used in conjunction with other control measures.

Control measures must be implemented before work commences.

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