

**LA TROBE UNIVERSITY  
PLANT IDENTIFICATION CHECKLIST**

**PLANT NAME:**

Manufacturer:

Serial Number:

Date of Manufacturer:

**LOCATION:**

**DATE: ...../...../.....**

**ASSESSMENT TEAM**

CHECKLIST	Hazard ? Y/N	RISK FACTOR	DESCRIPTION
<b>A. Entanglement</b> 1. Can anyone's hair, clothing, gloves, necktie, jewellery cleaning brushes, rags or other materials become entangled with moving parts of the plant or material in motion.			
<b>B. Crushing .</b> Can anyone be crushed due to:			
a. Material falling off the plant?			
b. Uncontrolled or unexpected movement of the plant or its load?			
c. Lack of capacity for the plant to be slowed, stopped or immobilised'?			
d. The plant tipping or rolling over?			
e. Parts of the plant collapsing?			
f. Coming in contact with moving parts of the plant during testing, inspection, maintenance cleaning or repair?			
g. Being thrown off or under the plant?			
h. Being trapped between the plant and materials or fixed structures'?			
i. Other factors not mentioned'?			

CHECKLIST	Hazard ? Y/ N	RISK FACTOR	DESCRIPTION
<b>Cutting, Stabbing,&amp; Puncturing</b> 1. Can anyone be cut, stabbed or punctured due to:			
a. Coming in contact with sharp or flying objects?			
b. Coming in contact with moving parts of the plant during testing, inspection, operation, maintenance, cleaning or repair of the plant?			
c. The plant, parts of the plant or work pieces disintegrating?			
d. Work pieces being ejected?			
e. The mobility of the plant'?			
f. Uncontrolled or unexpected movement of the plant'?			
g. Other factors not mentioned?			
<b>D. Shearing</b> 1. Can anyone's body parts be sheared between two parts of the plant, or between a part of the plant and a work piece or structure?			
<b>E. Friction</b> 1. Can anyone be burnt due to contact with moving parts or surface of the plant, or material handled by the plant?			
<b>F. Striking</b> 1. Can anyone be struck by moving objects due to:			
a. Uncontrolled or unexpected movement of the plant or material handled by the plant			
b. The plant, parts of the plant or work pieces disintegrating'?			
c. Work pieces being ejected?			

CHECKLIST	Hazard ? Y/ N	RISK FACTOR	DESCRIPTION
d. Mobility of the plant?			
e. Other factors not mentioned?			
<b>G. High Pressure Substances</b> 1. Can anyone come into contact with substances under high pressure due to Plant failure or misuse of the plant?			
<b>H. Electrical</b> 1. Can anyone be injured by electrical shock or burnt due to:			
a. The plant contacting live electrical conductors.			
b. The plant working in close proximity to electrical conductors.			
c. Overload of electrical circuits?			
d. Damaged or poorly maintained electrical cables and leads?			
e. Damaged electrical switches?			
f. Water near electrical equipment?			
g. Lack of isolation procedures?			
h. Other factors not mentioned?			
<b>I. Explosion</b> 1. Can anyone be injured by explosion or gas, vapours, liquid, dusts or the substances, triggered by the operation of the plant or material handled by the plant?			

CHECKLIST	Hazard ? Y/ N	RISK FACTOR	DESCRIPTION
<b>J. Slipping Tripping and Falling</b> Can anyone using the plant or in the vicinity of the plant slip, trip or fall due to: a. Uneven or slippery work surfaces?			
b. Poor housekeeping e.g. swarf in the vicinity of the plant, spillage not cleaned up?			
c. Obstacles being placed in the vicinity of the plant.			
d. Other factors not mentioned ?			
<b>2. Can anyone fall from a height due to:</b>			
a. Lack of proper work platform?			
b. Lack of better stairs or ladders?			
c. Lack of guardrails or other suitable edge protection'?			
d. Unprotected holes, penetrations, or gaps?			
e. Poor floor or walking surfaces, such as the lack of a slip resistant surface?			
f. Steep walking surface?			
g. Collapse of the supporting structure?			
h. Other factors not mentioned?			

CHECKLIST	Hazard? Y/ N	RISK FACTOR	DESCRIPTION
<b>K. Ergonomic</b> <b>Can anyone be injured due to:</b>			
a. Poorly designed seating?			
b. Repetitive body movement?			
c. Constrained body posture or the need for excessive effort?			
d. Design deficiency causing mental or physical stresses?			
e. Inadequate or poorly placed lighting'?			
f. Lack of consideration given to human error or human behaviour			
g. Mismatch of the plant with human error or human behaviour?			
h. Other factors not mentioned?			
<b>L Suffocation</b> Can anyone be suffocated due to lack of oxygen, or atmospheric contamination?			
<b>M. High temperature or fire</b> 1. Can anyone come into contact with objects at high temperatures?			
2. Can anyone be injured by fire?			
<b>N, Temperature (Thermal Comfort)</b> 1. Can anyone suffer ill health due to exposure to high or low temperatures?			

CHECKLIST	Hazard? Y/N	RISK FACTOR	DESCRIPTION
<b>O. Other Hazards (Continued)</b> 1. Can anyone be injured or suffer ill health from exposure to a. Toxic gases or vapours?			
b. Fumes?			
c. Dusts?			
d. Noise?  (For more information on hazards with noise, refer to the Victorian Noise Code of Practice)			
e. Vibration?			
f. Radiation?			
g. Other factors not mentioned?			

## DEFINITIONS

### EXPOSURE

The exposure to the hazard is related to the frequency with which people may be exposed to the identified hazard. The following ratings from 1 to 10 have been adopted

EXPOSURE (E)	EXAMPLE	RATING
Continuously	Exposure to the hazard several times a day	10
Frequently	Exposure approximately once per day	6
Occasionally	Exposure to the hazard approximately once per week to once per month	3
Infrequently	Approximately once per year	2
Rarely	Exposure every 2 years or more.	1

### PROBABILITY

The probability measures the likelihood of an event linked to the identified hazard occurring or being realised. The ratings are from 0.05 to 1.0

PROBABILITY (P)	EXAMPLE	RATING
Most likely	The most likely result of the hazard / event being realised.	1.0
Possible	Has a good chance of occurring and is not unusual	0.6
Conceivable	Can be envisaged to occur after many years of exposure.	0.3
Remote	Has not been known to occur after many years of exposure.	0.1
Inconceivable	Is practically impossible and has never occurred.	0.05

RISK SCORE
> 10 HIGH
3-10 MEDIUM
0 < 3 LOW

### CONSEQUENCE

The consequence is the physical outcome of the hazard and provides an indication of the severity of the risk in relation to the detrimental effects to humans, property and productivity. A rating of 20 to 1 is used.

CONSEQUENCE (C)	EXAMPLE	RATING
Catastrophic	Numerous fatalities, irrecoverable property damage and productivity	20
Fatal	Approximately one single fatality, major property damage if hazard is realised	10
Serious	Serious non-fatal injury, permanent disability	5
Minor	Disabling but not permanent injury	2
Negligible	Minor abrasions, bruises, cuts, first aid type injury.	1

**Assessment of Risk**

What is the plant used for?(type of action)

How is the plant used?(standing sitting)

Where is the plant located ?

What is the workplace like ?

Who uses the plant ?

What about operation outside of normal conditions ?

**Existing Control Methods . Are the existing control methods controlling the risk ?**

List the control methods currently in place

Comment on effectiveness:

**Proposed Control Method .**

*Please give details of control measure, that are to be taken. Note, if the control measure is to be substitution (a long term control measure) the short term control methods must be documented.*

**1 Elimination****2. Substitution****3 Engineering Controls**

Can modifications be made to the design of the plant such as guarding fixed or interlocked, presence sensing system, enclosures, ventilation, can the process be automated or isolated ?

**4. Administrative Controls****5. Personal Protective Equipment**