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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **107RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **Hiring / Leasing of Plant and Equipment** |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)*) | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)*) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Electrical** | * Electric shock
* Electrocution
* Burns
 | * Ensure that visual inspection f electrical cords is completed
* Ensure that the equipment has been electrically tested (current test and tag attached).
 |
| **Machinery & Equipment*** Competency of operators. Ask what the equipment will be used for. Will it meet the needs for the job being done.
 | * Injuries to personnel that are not familiar with required operating procedures, correct use of equipment
 | * Workers hiring/leasing particular item of plant must check licensing/competency requirements for use of the specific item of plant and ensure they meet the current requirements.
* Supplier to provide induction/training on the use of the specific item being hired/leased. Where an SOP is provided, workers are required to follow the requirements specified in the SOP.
* Where required, a specific risk assessments, JSA to be completed for the use of the leased/hired plant (especially for high risk work plant such as EWP’s).
 |
| **Machinery & Equipment*** Arrival & drop off of leased / hired plant on site
 | * Company not familiar with worksite.
* Collision with other plant / buildings / pedestrians
* Slips, trips & falls
* Crush injury if plant falls from trailers, jacks or stands
 | * Worker from worksite to communicate to supplier about times permitted to drop plant/equipment to the site
* Area to be made accessible and cleared for receiving the plant/equipment.
* General access ways to be cleared of any obstructions/hazards.
* Where leased/hired plant is delivered to site, ensure it is not obstructing any designated emergency egress paths, or driveways designated for use by emergency vehicles.
* Plant/equipment to be placed on a suitable level area
* If the item is to be placed in an area that is readily accessible by workers / others (e.g. students, residents etc.) , the item must not have the key left in it, and bunting/barricading to be placed around to prevent easy access to the item.
* Supplier is to ensure the relevant safety and health information supplied with the goods or equipment is in, or has been translated into, the English language before providing the information.
 |
| **Machinery & Equipment*** Plant / vehicle movement
 | * Persons being hit by moving plants could sustain serious injuries
* Broken bones
* Death
 | * Worksite to ensure there is a safe system of traffic movement to include methods and procedures for arrival, reception, unloading, loading and movement within the premises.
* Provide sufficient designated parking areas to allow the segregation of private cars from goods traffic.
 |
| **Machinery & Equipment** * Failure to operate correctly
 | * Sprains/strains
* Death
 | * Any worker required to use the leased/hired plant must receive appropriate information & instruction from the supplier. Where applicable, logbooks must be reviewed and updated accordingly.
* Equipment must be inspected for damage prior to use. Damaged equipment must be taken out of service immediately.
* Where the plant/equipment is not working correctly, the item is to be locked out from use and the supplier contacted to check the item.
* Under no circumstances are workers at the worksite to attempt to fix, modify or repair any leased/hired plant unless authorised to do so by the supplier.
* It is the responsibility of the supplier of the plant/equipment to ensure the item is maintained in accordance with the manufacturer’s instructions
 |
| **Machinery & Equipment*** Loading / unloading

*(Accidents can occur if the vision of the driver is obstructed, or the equipment shifts or falls from the vehicle, or if the vehicle is unsuitable to carry the equipment)* | * Serious injuries such as being crushed
* Broken limbs
* Death
* Property damage
 | * Only those competent / authorised to load plant onto the vehicle are permitted to do so.
* No vehicle should be loaded beyond its rated capacity or beyond the legal limit of gross weight
* If a trailer is being used, check the floor to ensure that it is safe to load
* Equipment should be properly secured or arranged so that it is safe for both transportation and unloading.
 |
| **Other** | *
 | *
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| --- | --- | --- | --- | --- | --- |
| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |