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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**Template only MUST modify to site conditions |
| Authorised by: |       | Signature: |       | Date: |       |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards?What could happen? | **Step 2: Assess the potential risks:**What do you believe are the risks?How could this happen? | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?Controls |
| **Electrical** | * Electric shock
* Electrocution
* Burns
 | * Ensure that visual inspection of 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).
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| **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
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| **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** |  |  |
| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** |
| **Step 4: Monitor & Review:** |
| Were the controls effective? | Were there any unforeseen hazards / incidents? | New controls |
| Yes | [ ]  | No | [ ]  | Yes | [ ]  | No | [ ]  |
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