|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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). | |
| **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 | |
| **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 |  |
|  | | | |  | | | |  | |