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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **062RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **MORTISER MACHINE** |
| **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** |
| **Machinery and Equipment*** Impact or contact from moving timber
 | * Workers / others becoming entangled in moving parts of the plant
* Laceration or amputation to a workers / others fingers whilst sharpening tools
* Worker injured while conducting maintenance on the plant
* Workers / others could receive an eye injury from flying particles
* Friction burns to a workers / others fingers or hand
 | * Workers / others are adequately trained in the hazards and safe operation of the plant
* Regular workplace inspections are conducted
* Workers / others are provided with personal protective equipment (PPE)
* Maintain red emergency stop button in good working order and ensure it is checked regularly as part of the maintenance schedule.
* Timber must be securely clamped (any packing used underneath the workpiece should be securely clamped also)
* Long hair and loose clothing must be tied back / secured. No scarves to be worn.
 |
| **Electrical** * Frayed / loose cords
 | * Worker or others could get electrocuted or receive an electric shock from poorly maintained/damaged plant
* Electrical installation could be impacted and damaged
* Wiring could cause an electrical fire
* Unable to stop the plant in an emergency (Operational controls and e-stop)
 | * The plant undergoes regular electrical inspections (test & tag)
* The main power distribution board is RCD protected and regularly checked
* Workplace inspections are conducted to identify defective items
* Plant is fitted with standard on/off control panel and twist/lock-off style emergency stop switch
 |
| **Noise*** Noisy machinery
* No hearing protection
* Inadequate hearing protection
 | * Potential hearing loss/impairment
* Workers/others cannot communicate due to noise
 | * PPE is available on request
* Workers/others are trained on the dangers of workplace noise
* Reduce noise levels by isolating machines or enclosing within noise barriers.
 |
| **Hazardous Manual Tasks*** Repetitive movement
* Sustained or awkward postures
* Poor work area design
 | * Workers/others could receive an injury due to poor work postures
 | * Plant is set at a suitable working height
* Trolleys are available for moving items if required
* All workers and others are trained in safe manual handling techniques
 |
| **Airborne contaminants** * Wood dust
 | * Respiratory illness
* Eye irritation
* Foreign object in eye
 | * Local exhaust ventilation installed
* PPE is provided and worn as required
* Regular housekeeping (sweeping / vacuuming)
 |
| **Gravity*** Slips, trips and falls
 | * Sprains / strains
 | * Maintain a clear work space in and around the machine
* Non-slip floor surfaces
* Regular housekeeping (sweeping / vacuuming floors).
 |
| **Machinery & Equipment*** Contact, impact or entanglement from unexpected movement
 | * Contusions
* Bruising
* Factures
 | * LOCK-OUT all power supplies before maintenance, cleaning & repairs
* Regular inspections completed by a competent person (included on a preventative maintenance plan)
 |
| **Machinery & Equipment*** Contact from inadvertent starting
 | * Serious lacerations
* Amputations
 | * Mortise machines should be provided with:
1. A means of electrical isolation using a fused isolating switch on or adjacent to the machine, and that it is controlled by a starter incorporating overload and no-volt release;
2. A conveniently positioned and accessible emergency stop switch or other suitable control device that can quickly stop the machine within 10 seconds in an emergency.
3. Fixed guards (removable only with the use of a tool), or alternatively interlocked guards that enclose the drive mechanisms.
 |
| **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:** |  |