**APPENDIX B (Page 1 of 2)**

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| **PLANT/EQUIPMENT “RISK ASSESSMENT” DECISION TOOL** | **PART 1** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **START HERE** |  | **Is the item a vehicle?**  **(Including boats, trailers and agricultural equipment)** | **No** | **Is the item manually powered?** | **No** | | **Is the item powered by fuel, solar energy, hydraulics, compressed gas**  **(including air) or**  **electricity less than**  **50V?** | | | **No** | | **Is the item**  **defined as pressure equipment?** | | | **No** | | **Is the item**  **powered by**  **electricity of**  **50V or more?** | | | | **No** | | **Call the**  [**Local HSW Team**](https://www.adelaide.edu.au/hr/hsw/hsw-advice)  **This item may need special consideration** | |
|  |  |  |  |  |  | | **Yes** | | |  | | **Yes** | | |  | | **Yes** | | | |  | |  | |
|  |  | **Yes** |  | **Yes** |  | **Does the item produce a hazardous**  **level of heat or other radiation, or have**  **any powered moving parts that could**  **present a hazard?** | | | | |  | **Manage in accordance with AS/NZS1200, AS 1210 and AS4343. The** [**local HSW team**](https://www.adelaide.edu.au/hr/hsw/hsw-advice) **can assist with this process** | | |  | **Does the item have or introduce any additional hazards?**  **See Part 2: Hazard ID prompts for additional guidance as required.** | | | | **Yes** | | **Is the item in a**  **laboratory, workshop, or**  **field environment?** | | |
|  |  |  |  |  |  | **No Yes** | | | | |  |  | | | **No** | | |  | | **No** | | |  | **Yes** |
|  | **Risk Assess the task or vehicle only if:**   1. **The vehicle is used remotely** 2. **The vehicle is used in a way other than the manufacturer intended** 3. **The driving conditions or environment pose a foreseeable risk.**   **A** | |  | **Risk Assess**  **only where there is a reasonably foreseeable risk of injury, or incidents have demonstrated the potential for injury.**  **B** |  | **No Risk assessment**  **or testing required.**  **C** | |  | **Risk assess**  **the task**  **or plant**  **This may be dependant on the task**  **D** | |  |  |  | **No Risk Assessment required.**  **Electric testing may be required refer to**  **Electrical Safety Management Handbook Chapter**  **E** | | | |  | **Electrical testing**  **may be required**  **(refer to Electrical Safety Management Handbook Chapter)**  **Risk Assess the plant if used in a way or environment other than the manufacturer intended and presents an additional hazard.**  **F** | | | |  | **Risk Assess the plant and/or the task.**  **This will depend on the task.**  **G** |

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| **PLANT/EQUIPMENT “RISK ASSESSMENT” DECISION TOOL** |

**Part 2: Hazard Identification prompts (to assist with your risk assessment, where required by part 1)**

**Can the plant/equipment cause:**

* entanglement of hair, clothing, gloves, jewellery, brushes, rags or other materials in moving parts?
* crush or impact injuries from parts due to unexpected failure and/or ejection of plant/equipment or material?
* injury by uncontrolled or unexpected movement?
* injury by cutting, puncturing, shearing, trapping, abrading or tearing?
* injury by electrocution, burn (by heat, steam, flame), explosion, leak of a high pressure substance (hydraulic fluid and air) toxic substances or radiation?
* high falls, suffocation, noise, vibration and contact with overhead or underground power lines?
* the exposure to dust from silica and silica containing products (e.g. during sawing, grinding, cutting, crushing - rock, concrete, brick, block and mortar sand)?

**Are:**

* Workers unable to access the plant/equipment without risk of slip, trip or fall?
* Paths of access and egress less than 600mm?
* Hazards foreseeable if the controls and/or power are able to be switched on or off accidentally when in use (e.g. where the switch is not shrouded)?
* Guards inadequate for the type of plant/equipment and the work being undertaken?

**Work environment hazards**

* Does the plant/equipment create hazardous conditions due to harmful emissions (e.g. fluids, gas under pressure, vapour, fumes, noise etc)?
* Is any discharge of hazardous chemicals contained?
* Does the area which the plant/equipment is being placed have any weight restrictions (refer to [Infrastructure Branch](https://www.adelaide.edu.au/infrastructure/))?

**Hazards with plant/equipment used for lifting people or materials**

**(Note** all lifting equipment must have current certification for the weight being lifted and you must not lift loads above that certified/rated capacity).

* Is plant/equipment used for lifting people or hazardous materials?
* Are loads inadequately protected if they are required to be suspended over people or property?
* Has all required maintenance and servicing been conducted?

**With plant/equipment in operating position:**

* Are there any other foreseeable hazards that may occur during the operation of the plant/equipment (e.g. electricity/water, surface, hazardous chemicals, security and/or dust)?

**Part 3: Plant/equipment Categories**

A. Vehicles. (e.g. boat, trailer, agricultural equipment, all-terrain vehicles/ATV)

B. Manually-powered. (e.g. simple hand tools, bench vice, hand winch)

C. Battery, hydraulic, solar, compressed gas/air or fuel-powered **portable** or **movable** items with no additional hazards. (e.g. portable radio, cordless screwdriver)

D. Battery, hydraulic, solar, compressed gas/air or fuel-powered **portable** or **movable** items with additional hazards. (e.g. some cordless power tools, gas burner/soldering iron, air tools)

E. Mains-power electrical items with no additional hazards, used as the manufacturer intended. (e.g. computer, photocopier, printer, refrigerator - including refrigerators purpose-designed for flammables)

F. Mains-powered office-based electrical items with additional hazards. (e.g. heater, kettle, microwave oven)

G. Mains-powered **fixed**, **portable** or **movable** lab, workshop and field equipment that may present additional hazards. (e.g. circular saw, heater-stirrer, lathe)