MATKO HIRE
PLANT RISK ASSESSMENT - JLG 26 RT Scissor Lift

Completed by: Steve Laidlaw, OHS Services :		Date: 21.3.23
Owner of plant/equipment: Matko Hire		
Owner's representative present: Chris Wright		
Role: Office Manager		
Location address: 1101 – 1107 Raglan Parade, Warrnambool Vic 3280		
Plant/Equipment name : **Scissor Lift**		
Make/Description: **JLG, 26 RT**		
Serial number: NA	Date of purchase: Approx. 2015	
Registration Required: No	Registration: NA	Reg Expiry Date: NA
Operator's training/licence requirements: Must be fully competent to operate		
Manufacturer's Handbook available: Yes	Location: In office or online	Maintenance/Service Agreement: Yes
If Yes, servicing company's name: Warrnambool Hydraulics, Warrnambool		
Maintenance Frequency: 4 monthly & annual servicing & testing		

DATE	DESCRIPTION OF SERVICE
	Logbook kept on scissor lift
	Records kept in office or by Warrnambool Hydraulics

Is there a documented Safe Operating Procedure? Yes - Manufacturer's Operator's Manual

Noise Assessment completed? NA

Date	Level dBA	dBC	Comment

CURRENT EMERGENCY SYSTEM
Hazard warning stickers on surfaces, Emergency stop buttons, Fire extinguisher

CURRENT GUARDING
Engine fully guarded

POSSIBLE HAZARD TYPES	LIKELIHOOD OF OCCURRENCE				POSSIBLE CONSEQUENCE				RISK RATING			
	Highly Unlikely	Unlikely	Likely	Very Likely	Insignificant	Minor Injury	Major Injury	Extreme	Low	Moderate	High	Acute
1. **Entanglement**												
1.1 Can any materials become entangled with moving parts of the plant	✓				✓				✓			
2. **Crushing**												
2.1 Can anyone be crushed due to :												
a. Material falling off plant	NA				NA				NA			
b. Unexpected movement of plant		✓					✓				✓	
c. Lack of capacity for plant to be slowed or stopped	NA				NA				NA			
d. The plant tipping or rolling over		✓						✓				✓
e. Part of the plant collapsing	✓				✓				✓			
f. coming in contact with moving part of the plant during testing, operation etc.	NA				NA				NA			
g. being thrown off or under plant		✓					✓				✓	
h. being trapped between plant & materials or fixed structures		✓					✓				✓	
3. Cutting, Stabbing & Puncturing												
3.1 Can anyone be cut, stabbed or punctured due to:												
a. coming in contact with moving parts of the plant, testing, operation etc.	NA				NA				NA			
b. coming in contact with sharp/flying objects	NA				NA				NA			
c. the plant, parts of or work pieces disintegrate	NA				NA				NA			
d. work pieces being ejected	NA				NA				NA			
e. the mobility of the plant	NA				NA				NA			
f. uncontrolled or unexpected movement of plant	NA				NA				NA			

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4. Shearing												
4.1 Can any body parts be sheared between two parts of the plant		✓					✓				✓	
5. Friction												
5.1 Can anyone be burnt due to contact with moving parts or surfaces, or material handled by plant	✓					✓			✓			
6. Striking												
6.1 Can anyone be struck by moving objects due to:												
a. uncontrolled or unexpected movement of the plant		✓				✓			✓			
b. the plant, parts of or work pieces disintegrating	✓					✓			✓			
c. work pieces being ejected	NA				NA				NA			
d. mobility of the plant		✓					✓				✓	
7. High Pressure Fluid												
7.1 Can anyone come into contact with fluids under high pressure, due to plant failure or misuse.		✓				✓			✓			
8. Electrical												
8.1 Can anyone be injured by electrical shock or burnt due to:												
a. the plant contacting live electrical conductors			✓					✓				✓
b. the plant working too close to electrical conductors			✓					✓				✓
c. overload of electrical circuits	✓				✓				✓			
d. damaged or poorly maintained leads and cables		✓			✓				✓			
e. damaged electrical switches		✓			✓				✓			
f. water near electrical equipment	NA				NA				NA			
g. lack of isolation procedures	NA				NA				NA			

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9. Explosion												
9.1 Can anyone be injured by explosion of gases, vapours, liquids, dusts or other substances, triggered by the operation of the plant or by material handled by the plant. Only if ruptured or struck services eg. Gas pipeline	NA				NA				NA			
10. Slipping, Tripping and Falling												
10.1 Can anyone using the plant, or in the vicinity of the plant, slip, trip or fall due to:												
a. uneven or slippery work surfaces		✓						✓				✓
b. poor housekeeping, e.g. spillage not cleaned up		✓						✓				✓
c. obstacles placed in the vicinity of the plant		✓						✓				✓
10.2 Can anyone fall from height due to:												
a. lack of a proper platform		✓						✓				✓
b. lack of proper stairs or ladders	NA				NA				NA			
c. lack of guardrails or other edge protection		✓						✓				✓
d. unprotected holes, penetrations or gaps	NA				NA				NA			
e. poor floor or walking surfaces, e.g. not slip resistant		✓						✓				✓
f. steep walking surfaces	NA				NA				NA			
g. collapse of the supporting structure		✓						✓				✓

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11. Ergonomic												
11.1 Can anyone be injured due to:												
a. poorly designed seating	NA											
b. repetitive body movement		✓				✓				✓		
c. constrained body posture, e.g. excessive effort		✓				✓				✓		
d. design deficiency causing mental stress	NA											

12. Other information

How is the plant cleaned?

- In accordance with manufacturer's instructions

Do guards have to be removed to clean the plant? No

Are there any reasonably foreseeable abnormal operating conditions? (e.g. jam ups)

- Excessively uneven or soft ground conditions may cause plant to fall over, however

Other comments / notes

- Fall arrest harnesses supplied with plant are checked 6 monthly by Lifting Victoria
- Rust is evident on the platforms guard rails which is to be repaired by Matko Hire

- All hazards identified in this assessment, including 'High' or 'Acute' risk ratings, relate to the operation of the plant. For the purposes of the ratings provided, it is assumed that that the operators will have appropriate high level controls in place. These would include only being operated by qualified and competent operators who :
  - operate the plant in accordance with the manufacturer's instructions & safe operating procedures
  - complete pre-start checklists
  - ensure the plant is well maintained and regularly serviced
  - check and continually monitor site conditions for hazards to themselves and bystanders such as pedestrians
  - ensure that during operations, all pedestrians or 'bystanders' are kept outside the operating danger zone of the plant
  - immediately shut down the plant in the event of a breakdown which requires repair, and that if ignored could escalate into a major safety incident
  - Wear appropriate personal protective clothing & equipment (fall arrest harness)

PLANT RISK ASSESSMENT MATRIX

Step 1:Determine Likelihood

What is the possibility that the effect will occur?

	Criteria	Description
Very likely	Expected in most circumstances	Effect is a common result
Likely	Will probably occur in most circumstances	Effect is known to have occurred at this site or it has happened
Unlikely	Could occur at some time	Effect is not likely to occur, operators have not heard of it happening
Highly unlikely	May occur only in exceptional circumstances	Effect is practically impossible

Step 2:Determine Consequence

What will be the expected effect?

Level of Effect	Example of each level
Insignificant/ Acceptable	No effect – or so minor that effect is acceptable
Minor Injury	First Aid treatment only; no lost time injury
Major Injury	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death
Extreme Injury	Multiple Permanent Total Disability injuries; death or multiple deaths

Step 3: Determine the risk score

	Consequence			
Likelihood	**Insignificant**	**Minor**	**Major**	**Extreme**
Very Likely	**3 High**	**3 High**	**4 Acute**	**4 Acute**
Likely	**2 Moderate**	**2 Moderate**	**4 Acute**	**4 Acute**
Unlikely	**1 Low**	**1 Low**	**3 High**	**4 Acute**
Highly Unlikely	**1 Low**	**1 Low**	**3 High**	**3 High**

Step 4: Record risk score on worksheet

Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.

Score	Action
4 A: Acute	**DO NOT PROCEED.** Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
3 H: High	**Review before commencing work**. Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	**Maintain control measures.** Proceed with operating plant. Monitor and review regularly, or if safe operating procedures change.
1 L: Low	**Record and monitor** Proceed with work. Review regularly, or if safe operating procedures change.