



MATKO HIRE

PLANT RISK ASSESSMENT - Kubota Generator SQ 3300

Completed by: Steve Laidlaw, OHS Services :		Date: 4 July 2023
Owner of plant/equipment: Matko Hire		
Owner's representative present: Josh Wines		
Role: Operator		
Location address: 1101 – 1107 Raglan Parade, Warrnambool Vic 3280		
Plant/Equipment name : Diesel generator		
Make/Description: Kubota SQ 3300 (30 KVA)		
Serial number: NA		Date of purchase: 2023
Registration Required: Yes	Registration No: NA	Reg Expiry Date: NA
Operator's training/licence requirements: Must be fully competent & qualified to operate		
Manufacturer's Handbook available: Yes	Location: Container on plant or office	Maintenance/Service Agreement: No
If Yes, servicing company's name: NA		
Maintenance Frequency: According to manufacturer's instructions		

DATE	DESCRIPTION OF SERVICE
	Records kept in administration office

Is there a documented Safe Operating Procedure? Yes - Manufacturer's Operator's Manual
 Noise Assessment completed? No

Date	Level dBA	dBC	Comment
			See manufacturer's information
			Hearing protection required

CURRENT EMERGENCY SYSTEM
Hazard warning stickers on surfaces

CURRENT GUARDING
Engine, exhaust guarding

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	NA											
2. Crushing												
2.1 Can anyone be crushed due to :												
a. Material falling off plant	NA											
b. Unexpected movement of plant	NA											
c. Lack of capacity for plant to be slowed or stopped	NA											
d. The plant tipping or rolling over	NA											
e. Part of the plant collapsing	NA											
f. coming in contact with moving part of the plant during testing, operation etc.		✓					✓		✓	✓		
g. being thrown off or under plant	NA											
h. being trapped between plant & materials or fixed structures	NA											
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.	✓						✓		✓			
b. coming in contact with sharp/flying objects	NA											
c. the plant, parts of or work pieces disintegrate	NA											
d. work pieces being ejected	NA											
e. the mobility of the plant	NA											
f. uncontrolled or unexpected movement of plant	✓						✓		✓			

POSSIBLE HAZARD TYPES	LIKELIHOOD OF OCCURRENCE				POSSIBLE CONSEQUENCE				RISK RATING			
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4. Shearing												
4.1 Can any body parts be sheared between two parts of the plant	NA											
5. Friction												
5.1 Can anyone be burnt due to contact with moving parts or surfaces, or material handled by plant	NA											
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			✓			✓					✓
d. mobility of the plant	NA											
7. High Pressure Fluid												
7.1 Can anyone come into contact with fluids under high pressure, due to plant failure or misuse.	NA				NA				NA			
8. Electrical												
8.1 Can anyone be injured by electrical shock or burnt due to:												
a. the plant contacting live electrical conductors	NA				NA				NA			
b. the plant working too close to electrical conductors	NA				NA				NA			
c. overload of electrical circuits		✓						✓				✓
d. damaged or poorly maintained leads and cables		✓						✓				✓
e. damaged electrical switches		✓						✓				✓
f. water near electrical equipment		✓						✓				✓
g. lack of isolation procedures		✓						✓				✓

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?	
- Wet conditions, take precautions – do not operate with wet hands, in wet areas & avoid inclement weather	
Other comments / notes:	
- Moving parts of diesel motor are protected by guarding	
- 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 eg, isolation switches working	
- 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	
- do not operate in confined space to avoid fumes	
- keep leads away from heat, oil sharp edges or moving parts	
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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.