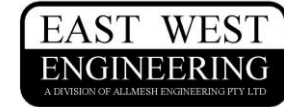


# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



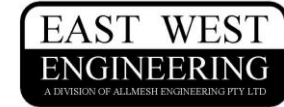
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 1 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
1. Crane Operational Safety Pre-Checks.	a) Unsafe use of Crane resulting in Kibble, and/or items shifting & falling from height and striking Personnel and/or objects.	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- The Crane has been duly commissioned &amp; all lifting apparatus appropriately marked in accordance with AS 1418.</li> <li>- Pre-operational inspections (in accordance with AS 2550.1), to be carried out before each shift – Crane taken out of service if any risks or malfunctions are found. These MUST be reported &amp; recorded for assessment by a competent person.</li> <li>- Operator to review logbook, be satisfied about presence of unauthorised personnel on the Crane &amp; the safe working conditions of the Crane.</li> <li>- Operator to ensure the rated working load of the Crane &amp; any lifting apparatus is not exceeded.</li> <li>- (continued on sheet 2 of 16).</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



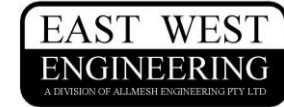
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 2 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
1. Crane Operational Safety Pre-Checks (Continued).	a) Unsafe use of Crane resulting in Kibble, and/or items shifting & falling from height and striking Personnel and/or objects. (Continued)	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- Any stabilisers to be engaged prior to lifting.</li> <li>- All Crane movements to be carried out under power.</li> <li>- The operational areas to be assessed for hazards prior to and during work shifts.</li> <li>- The Operator to be provided with all necessary information to ensure risks are eliminated or controlled.</li> <li>- The Crane must to be left in safe condition after each shift.</li> <li>- Inspections, maintenance and repairs to be carried out in accordance with the relative Crane Instruction Manuals and AS 2550.1.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



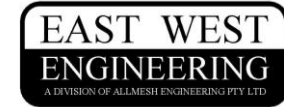
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 3 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
1. Crane Operational Safety Pre-Checks (continued).	b) Electric Shock	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 1(a) above are to be in place.</li> <li>- The Power Supply is to be compatible with the Crane.</li> <li>- Operator to keep clear of overhead obstructions and in particular MAINTAIN RELEVANT CLEARANCES of ELECTRICAL Conductors.</li> <li>- A Spotter shall be used whenever operating near aerial conductors in accordance with AS 2550.1.</li> <li>- Ensure an Electrical isolation procedure developed for the Crane is in place – Operator must know location of main isolation switch &amp; fire fighting equipment.</li> <li>- If more than 25 persons employed at workplace/site, a Certified First Aider to be at Workplace or on Site.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



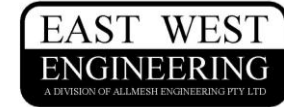
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 4 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
2. Industrial Truck Operational Safety Pre-Checks.	a) Unsafe use of Industrial Truck – resulting in Kibble and/or Items shifting & falling from height and striking Personnel and/or objects.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- Pre-operational inspections (in accordance with AS 2359.2), to be carried out before each shift – Industrial Truck taken out of service if any risks or malfunctions are found. These MUST be reported &amp; recorded for assessment by a competent person.</li> <li>- Inspections, maintenance and repairs to be carried out in accordance with the relative Industrial Truck Operating Manuals and AS 2359.2.</li> <li>- The Industrial Truck &amp; attachments supporting the Kibble to comply with AS 2359.1.</li> <li>- The rated capacity of the Industrial Truck to handle the load must not be exceeded.</li> <li>- (continued on sheet 5 of 16).</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



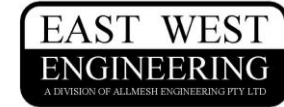
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 5 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
2. Industrial Truck Operational Safety Pre-Checks (continued).	a) Unsafe use of Industrial Truck – resulting in Kibble and/or Items shifting & falling from height and striking Personnel and/or objects (continued).	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- The operational areas to be assessed for hazards prior to and during work shifts.</li> <li>- The Industrial Truck to be used on a hard level surface.</li> <li>- The Industrial Truck to be left in a safe condition after each shift.</li> <li>- The Operator to be provided with all necessary information to ensure risks are eliminated or controlled</li> <li>- If more than 25 persons employed at workplace/site, a Certified First Aider to be at Workplace or on Site when the Industrial Truck is being used.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



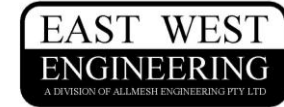
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 6 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Kibble Operational Use & Safety Pre-Checks.	a) Unsafe use of Kibble resulting in Kibble shifting & falling from height and striking personnel and/or objects.	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- Inspections, maintenance and repairs to be carried out in accordance with Instruction Manual.</li> <li>- All Pre-Checks listed in the Instruction Manual are to be carried out before each shift.</li> <li>- The Kibble is to be fitted securely to the lifting apparatus according to the Instruction Manual.</li> <li>- All instructions for the use of the Kibble as laid out in the Instruction Manual are to be followed.</li> <li>- The kibble shall normally be operated and have its movements directed by a competent person with a 'WorkSafe' Dogging or Rigging Certificate.</li> <li>- The hoist used to lift the Kibble is not to be twisted or tangled before lifting.</li> <li>- (continued on sheet 7 of 16)</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



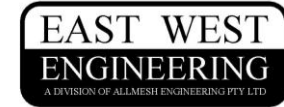
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 7 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Kibble Operational Use & Safety Pre-Checks (continued).	a) Unsafe use of Kibble resulting in Kibble shifting & falling from height and striking personnel and/or objects. (continued).	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- The Operator to lift the Kibble to required working height to confirm all systems are functioning correctly.</li> <li>- The Operator to ensure the Kibble Chute is secured in its storage/upright position by the anchor chains prior to transport and/or lifting of the Kibble.</li> <li>- The Operator to ensure there has been no unauthorised interference or alteration to the equipment that may cause risk. If any equipment becomes unsafe, stop all usage until risk has been eliminated or controlled.</li> <li>- The use of the Kibble is limited to those situations for which it is specifically designed and/or in accordance with AS 2550.1.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 8 of 16

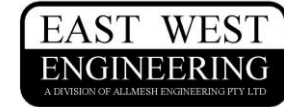
Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Kibble Operational Use & Safety Pre-Checks (continued).	b) Unsafe use of Kibble resulting in Load falling from height and striking objects and/or placing personnel in danger.	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 3(a) above are to be in place.</li> <li>- The Operator to ensure the Kibble Discharge Gate has been securely shut prior to pouring material into the Kibble, or transporting / lifting the Kibble.</li> <li>- The Kibble Operator to be aware of the need to release the load gradually from the Kibble to prevent formwork from being overloaded and risk structural damage.</li> <li>- The Kibble Operator to be aware that a sudden release of load from the Kibble may make the Crane Boom whip upwards causing the Kibble to bounce dangerously.</li> <li>- The Kibble Operator to ensure the Kibble or Kibble Chute has been positioned directly over the dumping site prior to opening the Discharge Gate.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014



# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



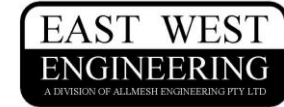
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 9 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Lifting, Lowering, transporting or manoeuvring Kibble/Load with Crane or Industrial Truck.	a) Unsafe/Incompetent Operator.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- Only Certified &amp; fully Trained Operators are to use the Crane or Industrial Truck.</li> <li>- Operators must not work the Crane or Industrial Truck unless physically &amp; mentally capable.</li> </ul>	
	b) Items Falling from Height.	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined above are to be in place.</li> <li>- Operator to ensure the Kibble is fitted securely to the lifting apparatus and prevented from swinging.</li> <li>- The Kibble Chute to be firmly secured in its storage/upright position by the anchor chains prior to transport/lifting.</li> <li>- Barriers/warning Signs in areas subject to passing traffic to be installed.</li> <li>- NO PERSONNEL to ride on or in the Kibble at any time.</li> <li>- (continued on sheet 10 of 16)</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



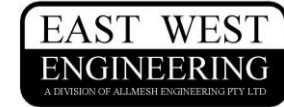
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 10 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Lifting, Lowering, transporting or manoeuvring Kibble/Load with Crane or Industrial Truck (continued).	b) Items falling from height (continued).	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- The Kibble to be raised no higher than necessary.</li> <li>- The Industrial Truck mast, if adjustable, to be back tilted.</li> <li>- Transport the Kibble as low as practicable.</li> <li>- Operator to hoist Kibble vertically in a smooth manner slowly with minimum acceleration &amp; deceleration.</li> </ul>	
	c) Kibble and/or load uncontrolled and/or having unexpected movements.	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 4(b) above are to be in place.</li> <li>- Operator to gain assurance from a responsible person that the Kibble and any load may be handled safely.</li> <li>- The Kibble is NOT to be dragged along the ground.</li> <li>- Use a 'tagline' if necessary</li> <li>- The Operator is to stay with controls at all times whilst in operation.</li> <li>- (continued on sheet 11 of 16)</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



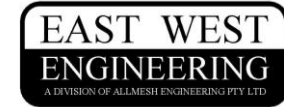
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 11 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Lifting, Lowering, transporting or manoeuvring Kibble/Load with Crane or Industrial Truck (continued).	c) Kibble and/or Load uncontrolled and/or having unexpected movements (continued).	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- Operator to avoid sudden stops, jerky movements.</li> <li>- Kibble not to be moved unless the safety of persons in the vicinity of the Crane/Industrial Truck is assured.</li> <li>- Operator to follow directions &amp; signals given by an authorised person unless a dangerous situation occurs in which case all Kibble movements to cease.</li> <li>- Kibble/hook not to be moved when out of sight unless directed to by an authorised person.</li> <li>- When landing the Kibble by Crane, rope slack must be avoided.</li> </ul>	
	d) Operator exposed to fixed/moving components.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- The Operator is to stay with controls at all times whilst in operation.</li> <li>- The Operator is to keep hands/feet wholly within Crane/Industrial Truck Cab whilst in operation.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



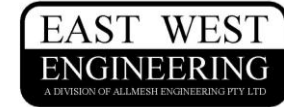
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 12 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Lifting, Lowering, transporting or manoeuvring Kibble/Load with Crane or Industrial Truck (continued).	e) Kibble and/or load too heavy and/or unbalanced (e.g. Industrial Truck overturning).	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 4(b) and 4(c) above are to be in place.</li> <li>- The Operator to be aware of the weight of Kibble &amp; load.</li> <li>- The rated working load of the Crane is NOT to be exceeded.</li> <li>- The rating capacity of the Industrial Truck to handle the load is NOT to be exceeded.</li> <li>- The Operator is to be trained in the use of lifting booms, slings &amp; chains for lifting loads.</li> <li>- When transporting using an Industrial Truck, it is to be used on a hard surface, the area assessed before usage.</li> <li>- The Kibble is to be raised unladen to working height to confirm all systems are functioning.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



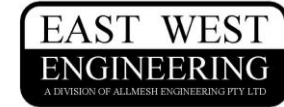
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 13 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Lifting, Lowering, transporting or manoeuvring Kibble/Load with Crane or Industrial Truck (continued).	f) Kibble/Load and/or Industrial Truck striking Personnel.	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 4(c) and 4(e) above are to be in place.</li> <li>- A suitable clear space between barriers is to be left to safely use the Kibble.</li> <li>- The Crane/Kibble is NOT to be moved unless the safety of Personnel is assured.</li> <li>- Kibble MUST be visible to Personnel controlling the Crane movements at all times whilst suspended.</li> <li>- All safety equipment on the Crane/Industrial Truck MUST be functioning before use, (ie Reversing Beepers).</li> <li>- Convex mirrors are to be placed at Aisle corners used by Industrial Trucks.</li> <li>- (continued on sheet 14 of 16)</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



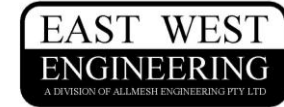
Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 14 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Lifting, Lowering, transporting or manoeuvring Kibble/Load with Crane or Industrial Truck (continued).	f) Kibble/Load and/or Industrial Truck striking Personnel (continued).	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- A system is to be developed for handling the Kibble/load about the Workplace/Site.</li> <li>- Manoeuvre slowly &amp; cautiously when the Kibble/load is elevated.</li> </ul>	
	g) Kibble/Load striking objects, Industrial Truck and/or Mast striking Objects.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 4(b), 4(c) and 4(f) above are to be in place.</li> <li>- Lifting &amp; lowering areas to be assessed &amp; the Crane Operator and/or Controller made aware of any objects within the path of normal Crane movements.</li> <li>- Kibble/hook to be raised sufficiently to avoid collision during horizontal movements.</li> <li>- The Crane or Industrial Truck Mast to keep clear of any overhead obstructions, and in particular ELECTRICAL conductors.</li> <li>- (continued on sheet 15 of 16)</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 15 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Lifting, Lowering, transporting or manoeuvring Kibble/Load with Crane or Industrial Truck (Continued)	g) Kibble/Load striking objects, Industrial Truck and/or Mast striking Objects (continued).	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- Work areas to be assessed to ensure NO overhead fittings can be contacted by Industrial Truck mast, Kibble and/or load.</li> </ul>	
	h) Crane or Industrial Truck falling from raised areas.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined above are to be in place.</li> <li>- All safety railings are to be placed in raised areas such as Ramps, Loading Docks etc.</li> </ul>	
	i) Entanglement with lifting ropes, chains, slings, beams, fallropes & taglines.	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined above are to be in place.</li> <li>- Spotters, Dogmen, Riggers are to be well clear of any lifting apparatus before any Crane movements take place.</li> <li>- All lifting ropes, chains, slings and/or lifting beams are to be prevented from swinging and/or become slack.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type CKM05, CKM10 & CKM15 Concrete Kibbles Sheet: 16 of 16

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
5. Storage of Kibble.	a) Kibble becoming damaged.	<ul style="list-style-type: none"> <li>• Serious Risk to Personnel.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- Kibble to be thoroughly cleaned before being stored and after operational use.</li> <li>- Regular Maintenance, inspection and testing according to the Instruction Manual to be carried out.</li> <li>- Kibble to be stored in dry areas and away from any corrosive chemicals.</li> </ul>	
	b) Kibble in the way of normal Workplace/Site Operations.	<ul style="list-style-type: none"> <li>• Moderate Risk to Personnel.</li> </ul>	<ul style="list-style-type: none"> <li>- Kibble to be stored in areas which will not interfere with the normal running of the Workplace/Site.</li> </ul>	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 16th January 2014