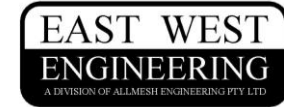


# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



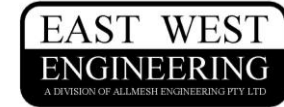
Equipment Type & Description: Type FJA-350 Telescopic Extension Jib Attachment Sheet: 1 of 8

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
1. Industrial Truck Operational Safety Pre-Checks.	a) Unsafe use of Industrial Truck resulting in Attachment/Load shifting, falling, striking Pedestrians and/or objects.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Pedestrians.</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>- The operational areas to be assessed for hazards prior to and during work shifts.</li> <li>- The Industrial Truck to be left in a safe condition after each shift.</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>- 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: Ben PRASAD, East West Engineering Date of Assessment: 16<sup>th</sup> January 2015

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



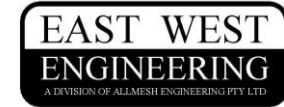
Equipment Type & Description: Type FJA-350 Telescopic Extension Jib Attachment Sheet: 2 of 8

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
2. Attachment Operational Safety Pre-Checks.	a) Attachment /Load shifting, falling, striking Pedestrians and/or objects.	<ul style="list-style-type: none"> <li>• Serious Risk to Pedestrians.</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 attachment is to be fitted securely to the lifting apparatus according to the Instruction Manual.</li> <li>- All instructions for the use of the attachment as laid out in the Instruction manual are to be followed.</li> <li>- The use of the attachment is limited to those situations for which it is specifically designed and in accordance with AS 2359.1 where applicable.</li> </ul>	

Assessment carried out by: Ben PRASAD, East West Engineering Date of Assessment: 16<sup>th</sup> January 2015

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



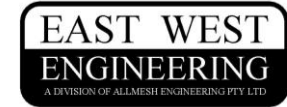
Equipment Type & Description: Type FJA-350 Telescopic Extension Jib Attachment Sheet: 3 of 8

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Lifting & lowering Attachment and Load.	a) Unsafe/Incompetent Operator.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>- Only Certified &amp; fully Trained Operators are to use equipment.</li> </ul>	
	b) Items Falling from Height.	<ul style="list-style-type: none"> <li>• Serious Risk to Pedestrians.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- The attachment is to be fitted securely to the lifting apparatus.</li> <li>- All safety chains, locking pins &amp; safety clips are to be installed correctly.</li> <li>- Barriers/warning Signs in areas subject to passing traffic to be installed.</li> <li>- The attachment/load to be raised no higher than necessary.</li> <li>- The Industrial Truck mast, if adjustable, to be back tilted.</li> <li>- The attachment is NOT to be dragged along the ground.</li> <li>- The attachment is to be transported as low as practicable.</li> </ul>	

Assessment carried out by: Ben PRASAD, East West Engineering Date of Assessment: 16<sup>th</sup> January 2015

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



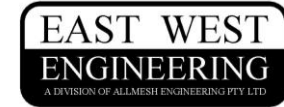
Equipment Type & Description: Type FJA-350 Telescopic Extension Jib Attachment Sheet: 4 of 8

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Lifting & lowering Attachment and Load. (continued)	c) Load too heavy and/or unbalanced – Industrial Truck overturning.	<ul style="list-style-type: none"> <li>• Serious Risk to Pedestrians.</li> <li>• Serious Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 3(b) above are to be in place.</li> <li>- The Operator to be aware of the weight of attachment &amp; load.</li> <li>- Operator to gain assurance from a responsible person that the load may be handled safely.</li> <li>- Operator to be trained in the use of lifting booms, slings &amp; chains for lifting loads.</li> <li>- The rating capacity of the Industrial Truck to handle the load is NOT to be exceeded.</li> <li>- The Industrial Truck to be used only on a hard level surface, the area assessed before usage.</li> <li>- The attachment to be raised unladen to working height to confirm all systems are functioning.</li> </ul>	

Assessment carried out by: Ben PRASAD, East West Engineering Date of Assessment: 16<sup>th</sup> January 2015

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



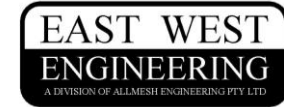
Equipment Type & Description: Type FJA-350 Telescopic Extension Jib Attachment Sheet: 5 of 8

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Lifting & lowering Attachment and Load. (continued)	d) Industrial Truck /Attachment striking Pedestrians.	<ul style="list-style-type: none"> <li>• Serious Risk to Pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 3(b) above are to be in place.</li> <li>- A suitable clear space between barriers to be left to safely use the attachment.</li> <li>- The Inner Jib is to be extended no further than necessary.</li> </ul>	
	e) Industrial Truck Mast striking overhead fittings.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>- Work areas to be assessed to ensure NO overhead fittings can be contacted by mast, attachment, or load.</li> <li>- Industrial Truck to keep clear of any overhead obstructions especially ELECTRICAL conductors.</li> </ul>	

Assessment carried out by: Ben PRASAD, East West Engineering Date of Assessment: 16<sup>th</sup> January 2015

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



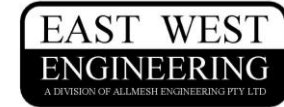
Equipment Type & Description: Type FJA-350 Telescopic Extension Jib Attachment Sheet: 6 of 8

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Transporting loads with attachment about the Workplace or Site.	a) Load Shifting/Falling.	<ul style="list-style-type: none"> <li>• Serious Risk to Pedestrians.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 3(b) and 3(c) above are to be in place.</li> <li>- The Operator to check the Load is secured to the Attachment and prevented from swinging.</li> </ul>	
	b) Industrial Truck /Attachment striking Pedestrians.	<ul style="list-style-type: none"> <li>• Serious Risk to Pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 3(d) above are to be in place.</li> <li>- A system is to be developed for handling the Loads about the Workplace/Site.</li> <li>- Convex mirrors are to be placed at Aisle corners in areas used by Industrial Trucks.</li> <li>- All safety equipment on the Industrial Truck MUST be functioning before use, (ie Reversing Beepers)</li> <li>- Manoeuvre slowly &amp; cautiously when Loads are elevated.</li> </ul>	

Assessment carried out by: Ben PRASAD, East West Engineering Date of Assessment: 16<sup>th</sup> January 2015

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



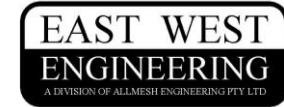
Equipment Type & Description: Type FJA-350 Telescopic Extension Jib Attachment Sheet: 7 of 8

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Transporting loads with attachment about the Workplace or Site. (continued)	c) 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 the Industrial Truck controls at all times whilst in operation.</li> <li>- The Operator is to keep hands/feet wholly within Industrial Truck cab whilst in operation.</li> </ul>	
	d) Industrial Truck /Attachment striking obstacles.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- All Risk Control Measures outlined in 3(e), 4(b) and 4(c) above are to be in place.</li> </ul>	
	e) Industrial Truck /Attachment falling from raised areas.	<ul style="list-style-type: none"> <li>• Serious Risk to Operator.</li> <li>• Serious Risk to Pedestrians.</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>- All safety railings are to be placed in raised areas such as Ramps, Loading Docks etc.</li> </ul>	

Assessment carried out by: Ben PRASAD, East West Engineering Date of Assessment: 16<sup>th</sup> January 2015

# Appendix A – to form Part of the Instruction Manual

## Risk Control Measures & Risk Assessment for Identified Hazards



Equipment Type & Description: Type FJA-350 Telescopic Extension Jib Attachment Sheet: 8 of 8

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
5. Storage of Attachment.	a) Attachment becoming damaged.	<ul style="list-style-type: none"> <li>• Serious Risk to Pedestrians.</li> <li>• Moderate Risk to Operator.</li> </ul>	<ul style="list-style-type: none"> <li>- Regular Maintenance, inspection and testing according to the Instruction Manual to be carried out.</li> <li>- Prior to storage, all dirt should be removed from the Jib and dried at ambient temperature.</li> <li>- Attachment to be stored in dry areas and away from any corrosive chemicals.</li> </ul>	
	b) Attachment in the way of normal Workplace/Site Operations.	<ul style="list-style-type: none"> <li>• Moderate Risk to Pedestrians.</li> </ul>	<ul style="list-style-type: none"> <li>- Attachment to be stored in areas which will not interfere with the normal running of the Workplace/Site.</li> </ul>	

Assessment carried out by: Ben PRASAD, East West Engineering Date of Assessment: 16<sup>th</sup> January 2015