


Title: Plant and Equipment Risk assessment Please note that this information is a guide only and that onsite risk assessment must also be conducted by third party for each individual task or application	Ref Number SOPPAL250KEN 2
Issue date: 6 September 2016. Last reviewed: 6 September 2022	Product: material handling equipment

1. Hazard Management Details – General		
Plant/Equipment Item: Pallet truck	Make/Model No.: PAL-PEL-KEN	Brand: PACIFIC
Location: Australia & New Zealand	Region: all	
Name of Person(s) Conducting Activity:		
	Description: Pallet trucks is a material handling product This being a basic form of a forklift and are intended to lift and move heavy loads or pallets	Summary of Key Risks: <ul style="list-style-type: none"> • Entanglement • Impact and cutting • Shearing • Ergonomics • Noise • Condition • Slips/trips/falls

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2. Documentation		
Relevant Legislation/Standards	Y / N	Comments
Training required?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	User must have an appropriate knowledge and training
Key reference material:		Manufacturer's instructions
Plant Documentation	Y / N	Comments
Are operator's manuals accessible?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Operators manual should be supplied on purchase of the equipment
Does this item require safe use documents/test?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Operator to check certificates or instruction card

3. Hazard Identification					
Hazards Inspected	Risk Assessment			Description of Risk	Control Measures
	Cons	Like	Risk Level		
ENTANGLEMENT Can anyone's hair, clothing, gloves, cleaning brushes, tools, rags or other materials become entangled with moving parts of the plant or materials? <div style="text-align: right;">Y <input checked="" type="checkbox"/> N <input type="checkbox"/></div>	Major C	Possible 3	medium 13	Loose clothing, long hair, gloves, body parts and other material may become entangled in moving parts of the equipment	Ensure clothing, gloves, hair or other such items are kept clear of moving parts of the pallet truck when operating or performing maintenance (e.g. overalls can be used to restrict loose clothing etc). Remove or secure any packaging that may become entangled Check safety anti Collision switches are functional, check safety guards Check alarms and emergency stop buttons are functional

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Hazards Inspected		Risk Assessment			Description of Risk	Control Measures
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IMPACT AND CUTTING INJURIES Can anyone be crushed/cut/struck etc. due to:						
• Material falling off the plant?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Major C	Possible 3	Medium 13	Materials could fall from the pallet truck whilst in operation if not appropriately secured or fitted.	Ensure only competent person(s) using the pallet truck have been trained in safe work practices. Ensure appropriate footwear is worn along with other personal protective clothing specific to the task an or activity being undertaken
• Uncontrolled/unexpected movement of plant/load?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Major C	Possible 3	Medium 13		
• Lack of capacity to slow, stop or immobilize plant?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Severe A	Possible 3	High 6	Load can topple or rollover if the load is unbalanced, operated on an uneven surface or traversing a slope.	Ensure the pallet truck is only used on appropriate surfaces (i.e. level ground)
• The plant tipping or rolling over?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Severe A	Possible 3	High 6		
• Parts of the plant disintegrating or collapsing?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Severe A	Rare 5	Medium 15	The mobility of the load being moved poses a significant risk to pedestrians and property.	Ensure the load is within the pallet trucks lifting capacity and is secure before moving. As above
• Contact with moving parts during testing, inspection, operation, maintenance, cleaning or repair?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Major C	Rare 4	Low 18		
• Being thrown off or under the plant?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Severe A	Rare 4	Medium 10	As above	Ensure the pallet truck are serviced, inspected or repaired by a competent person and only manufacturer recommended parts and accessories are used All pallet trucks to be regularly inspected for wear.
• Contact with sharp or flying objects? (e.g. work pieces being ejected)	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• The mobility of the plant?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Possible D	Rare 4	Low 21	Use of inappropriate parts could lead to mechanical failure.	Pallet trucks to be regularly maintained including topping up of hydraulic fluids.
• Inappropriate parts and accessories being used?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Severe A	Possible 3	High 6		
• Other	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					

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Hazards Inspected		Risk Assessment			Description of Risk	Control Measures
					Operator error (e.g. poor visibility, fatigue etc) may lead to an accident.	(Cont....) Ensure appropriate traffic management controls have been implemented. For example: <ul style="list-style-type: none"> • Designated and marked pedestrian paths (e.g. painted walkways, bollards/fenced walkways etc) • Pedestrian no go zones • High visibility clothing is worn by operator/persons in the work area • Signs and barricades to be installed to warn other employees/persons in area • A documented Traffic Management Plan is in place

Hazards Inspected		Risk Assessment			Description of Risk	Control Measures
		Cons	Like	Risk Level		
SHEARING Can anyone's body parts be sheared between two parts of plant, or between a part of the plant and a work piece or structure?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Severe A	Rare 4	Medium 10	Pallet truck /pedestrian interaction could lead to a person being trapped between the load and another object.	Establish a Traffic Management Plan. Ensure appropriate traffic management controls are in place (refer to cutting and impact injuries section).

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Hazards Inspected		Risk Assessment			Description of Risk	Control Measures
• Working in close proximity to electrical conductors?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Access to electricity?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Damaged or poorly maintained electrical leads, cables or switches?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Water near electrical equipment?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Lack of isolation procedures?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Other	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					

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		Cons	Like	Risk Level		
ERGONOMICS						
Can anyone be injured due to:						
• Poorly designed workstation?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Possible D	Possible 3	Medium 17	Using pallet truck / pushing or pulling load for extended periods of time can lead to serious injury	Ensure appropriate rest breaks are taken. Ensure pallet truck is in good condition Follow instructions or manual
• Repetitive body movement?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Possible D	Possible 3	Medium 17		
• Constrained body posture or the need for excessive effort?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Design deficiency causing psychological stress?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Inadequate or poorly placed lighting?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Does the plant impact on the surrounding workplace and create potential hazards? (Consider safe access and egress from plant, workflow and design of the workplace)	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Is the location of the plant inappropriate? (Consider potential effects due to environmental conditions and terrain)	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Other	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					

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NOISE Can anyone using the plant, or in the vicinity of the plant, suffer injury due to exposure to noise?		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>				
		Major C	Unlikely 5	Low 22	Moving of plant or equipment could result in high noise levels.	Appropriate hearing protection should be worn whilst operating the equipment (if required).
CONDITION Is a hazard likely due to the age and condition of the plant? (<i>Consider how hard the machine has been worked, and whether it is used constantly or rarely</i>).		Y <input type="checkbox"/> N <input checked="" type="checkbox"/>				
Can anyone be injured as a result of the plant not serviced appropriately and/or maintained in line with manufacturer's recommendations?		Y <input type="checkbox"/> N <input checked="" type="checkbox"/>				
Electricity can anyone using the plant be exposed to live conductors and suffer injury or electrocution		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Major C	Unlikely 5	Low 22	Damaged cables could cause contact with live conductors
						Ensure chargers and equipment are inspected daily and electrical items tested annually by qualified person

Hazards Inspected		Risk Assessment			Description of Risk	Control Measures
		Cons	Like	Risk Level		
SLIPS/TRIPS/FALLS Can anyone using the plant, or in the vicinity of the plant, slip, trip or fall due to:						
<ul style="list-style-type: none"> Uneven, slippery or steep work surfaces? 		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Major C	Possible 3	Medium 13	Access and egress to the task could pose a risk of slip, trip or fall.
						Ensure operator wears slip resistant footwear to reduce risk of slips/falls.

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• Poor housekeeping, e.g. spillage in the vicinity?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Possible D	Possible 3	Low 17	Poor housekeeping could result in a slip, trip or fall hazard.	Ensure thoroughfare is kept clean and tidy Ensure good housekeeping practices are maintained throughout the work area.
• Obstacles being placed in the vicinity of the plant?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Possible D	Possible 3	Low 17		
• Inappropriate or poorly maintained floor or walking surfaces (i.e. lack of a slip-resistant surface, unprotected holes, penetrations or gaps?)	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	Major C	Rare 4	Low 1 18		
Use of work platforms, stairs or ladders?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Lack of guardrails or other suitable edge protection?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					
• Other	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>					

4. Risk Assessment Signoff		
Authorised By:	Signature:	Date:

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ELECTRIC PALLET TRUCKS**Likelihood:**

	Likelihood of occurrence
1	Expected to happen
2	common
3	Sometimes
4	Rarely
5	Highly unlikely

Consequence:

	Severity of result
A	Fatality
B	Permanent disability
C	lost time or injury
D	Medical treatment
E	First aid injury

Hazard Rating grid:

	A	B	C	D	E
1	1	2	4	7	11
2	3	5	8	12	16
3	6	9	13	17	20
4	10	14	18	21	23
5	15	19	22	24	25

Calculations for Risk assessment:

- For each hazard identified consider the maximum credible, not the absolute worst case risk that may result and select from the tables
- Plot the categories from (Likelihood of occurrence) and (Severity of result) onto the (Hazard rating grid) to determine the hazard level number
- Example:** if you select (4) from likelihood and (B) from severity of result then this will provide a hazard rating number of 14 = Medium risk

Hazard Rating grid:

	A	B	C	D	E
1	1	2	4	7	11
2	3	5	8	12	16
3	6	9	13	17	20
4	10	14	18	21	23
5	15	19	22	24	25

Hazard rating:

- Relatively high risk 1-6
- Medium risk 7-15
- Relatively low risk 16-25