

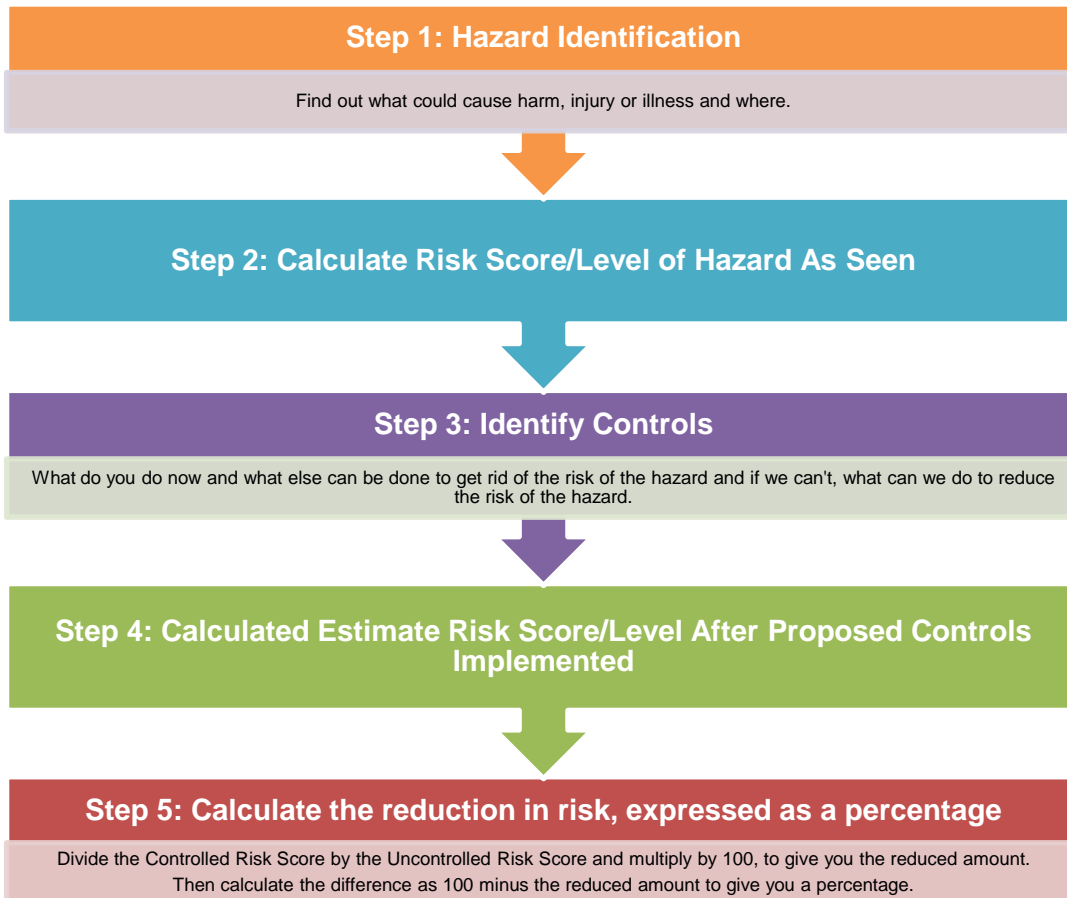
Machinery Risk Assessment Worksheet For: _____

The purpose of a risk assessment?

1. To find out how the hazard could hurt, kill or make people unwell (harm)?
2. To work out what is the chance of harm occurring?
3. To work out how to prevent the hazard from harming people?
4. And without waiting for someone to be harmed, how will I know I have done enough?

How to undertake a machinery risk assessment?

The following 5 steps are to be done to complete a risk assessment worksheet.



Likely harm to the worker from the hazard (H)

Type of harm	Score
Scratch / Bruise	0.25
Laceration / cut / mild ill health effect/ minor burns	0.5
Fracture minor bone – fingers, toes	3
Fracture major bone – hand, arm, leg	5
Loss of 1 or 2 fingers/ toes or major burns	8
Leg / hand amputation, partial loss of hearing or eye	11
Amputation of 2 legs/hands, total loss of hearing/sight in both ears/eyes	15
Critical injuries or permanent illness/condition/injury	25
Single Fatality	40
Multiple fatalities	65

How often are people exposed to the hazard (E)

Exposure Rate	Score
Annually	0.5
Monthly	1
Weekly	2
Daily	3
Hourly	4
All the time	5

Could the worker avoid the hazard in an event (A)

Possibility of Avoidance	Score
Possible	0.75
Possible under certain circumstances	2.5
Not possible	5

What is the likelihood of hazardous event occurring (L)

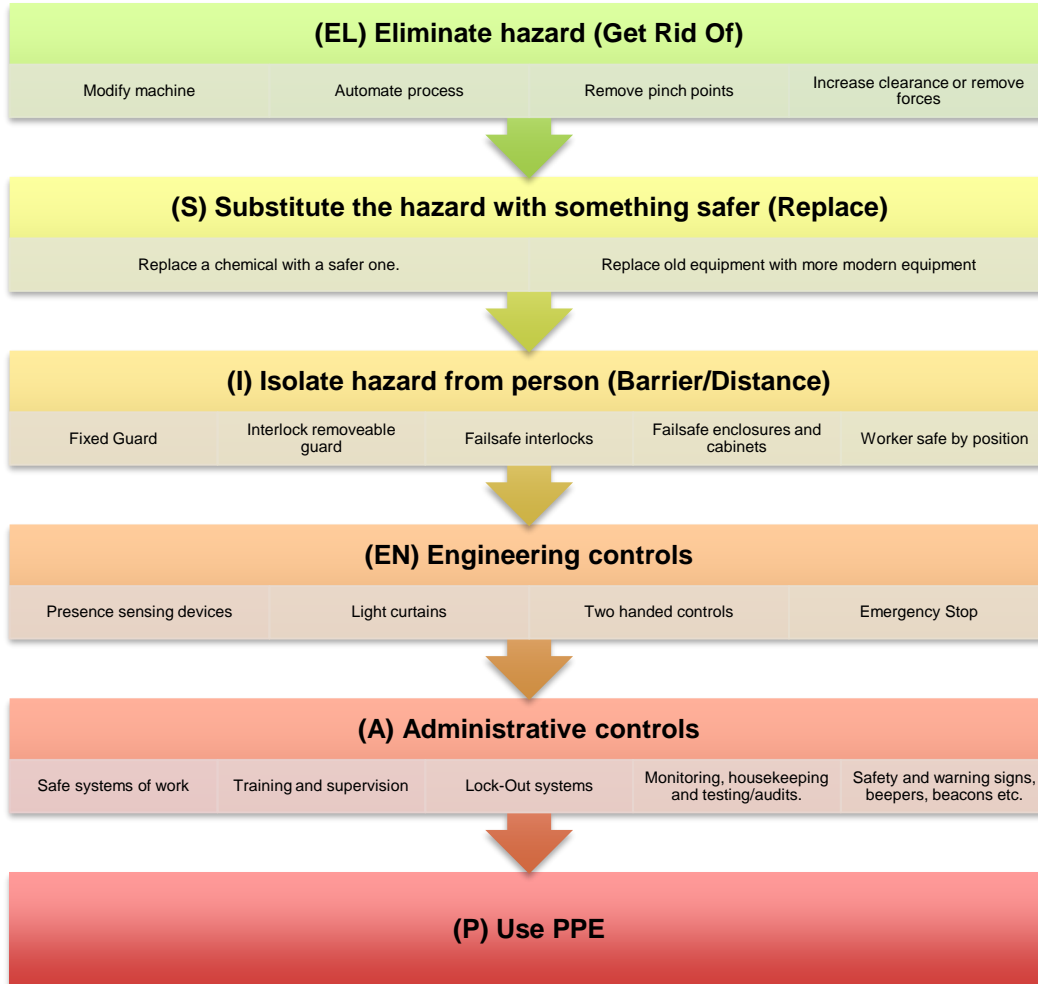
Likelihood of hazardous event	Score
Almost impossible	0.05
Unlikely	1.25
Possible	2.5
Probable	4
Certain	6

$$\text{RISK SCORE} = H \times E \times A \times L$$

Machinery Risk Assessment Worksheet For: _____

Hierarchy of controls (control type) to reduce risk of harm to people

Select and implement controls measures as per the order in the list. The hazard must be eliminated so far as is reasonably practicable. If you can't eliminate, the hazard must be minimised (reduce the risk) following the specific order of:



Determine action

Based on the controlled risk score/level, the following actions or approval is required.

Risk Level	Approval required by	Action to be taken
Critical (>500)		Risk reduction measures should be implemented immediately, corporate management should be notified. Discontinue use of machine is advised.
High (161-500)		Potentially dangerous hazard, which requires risk reduction measures to be implemented urgently. Use of machine should be discontinued until additional controls implemented.
Medium (46-160)		The risk associated with the hazard is substantial enough to require risk reduction measures. These measures should be implemented at the next suitable opportunity.
Low (1-45)		Risk to health and safety is present, but low. Risk reduction measures must be considered.

Machinery Risk Assessment Worksheet For: _____

Risk Assessment Reference:	Date:	Version No.:	Review Date:
-----------------------------------	--------------	---------------------	---------------------

PART A: ENTER INFORMATION ABOUT THE RISK ASSESSMENT LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT

Location name:	Branch:	Date:	Assessed by:	H&S Representative:
-----------------------	----------------	--------------	---------------------	--------------------------------

PART B: ENTER INFORMATION ABOUT THE MACHINE

Machine name:	Date of manufacture:	Serial Number:	Safety Markings:	Machine label information:
----------------------	-----------------------------	-----------------------	-------------------------	-----------------------------------

Machine Overview: (What does it do)

PART C: SYSTEM AND PROCESS INFORMATION

Does the user/operator require a license or competency?

Current safe systems of work for the machine being assessed? Eg.

- Training
- Manufacturer's information and instructions
- Inspections/Audits
- SOPs
- JSA/SWMS/PTW
- Signage

Past experiences with the machine that may assist in the assessment? Eg

- Existing controls
- Industry standards
- Regulations
- Training material
- SOPs
- Incidents & near-hits
- Codes practice
- Incident investigations
- Standards
- Legislation
- Good practice
- Industry info

Have you considered?

- Non-routine activities such as maintenance, repair, or cleaning.
- The way the work is organised, layed out or done.
- Risks to contractors, visitors, public, young or inexperienced workers, volunteers, persons with limited work training, knowledge or abilities.

Current first aid/emergency requirements for the machine? Eg:

- Additional first aid kit contents
- Emergency eyewash
- Decontamination system
- Emergency shower
- Spill kit
- Recovery response
- Monitoring
- Communications

Current PPE used when working on the machine? Eg:

- Eye Protection
- Body Protection
- Face Protection
- Head Protection
- Hand Protection
- Foot Protection

Type of protection and purpose:

Machinery Risk Assessment Worksheet For: _____

IDENTIFY HAZARDS AND ASSOCIATED RISK SCORES AND CONTROLS

Step 1: Hazard/Risk description	Step 2: Risk score/level as seen	Comments (when and where hazard is present)	Step 3: Control description (Current & Proposed)	Control Type EL,S,I,EN, A,P	Step 4: Estimate risk score/level after controls	Step 5: Reduction in risk %
	H = E = A = L = Score = Level =		Current: Proposed:		H = E = A = L = Score = Level =	

Step 1: Hazard/Risk description	Step 2: Risk score/level as seen	Comments (when and where hazard is present)	Step 3: Control description (Current & Proposed)	Control Type EL,S,I,EN, A,P	Step 4: Estimate risk score/level after controls	Step 5: Reduction in risk %
	H = E = A = L = Score = Level =		Current: Proposed:		H = E = A = L = Score = Level =	

Machinery Risk Assessment Worksheet For: _____

Step 1: Hazard/Risk description	Step 2: Risk score/level as seen	Comments (when and where hazard is present)	Step 3: Control description (Current & Proposed)	Control Type EL,S,I,EN, A,P	Step 4: Estimate risk score/level after controls	Step 5: Reduction in risk %
	H = E = A = L = Score = Level =		Current: Proposed:		H = E = A = L = Score = Level =	

Step 1: Hazard/Risk description	Step 2: Risk score/level as seen	Comments (when and where hazard is present)	Step 3: Control description (Current & Proposed)	Control Type EL,S,I,EN, A,P	Step 4: Estimate risk score/level after controls	Step 5: Reduction in risk %
	H = E = A = L = Score = Level =		Current: Proposed:		H = E = A = L = Score = Level =	

Machinery Risk Assessment Worksheet For: _____

Step 1: Hazard/Risk description	Step 2: Risk score/level as seen	Comments (when and where hazard is present)	Step 3: Control description (Current & Proposed)	Control Type EL,S,I,EN, A,P	Step 4: Estimate risk score/level after controls	Step 5: Reduction in risk %
	H = E = A = L = Score = Level =		Current: Proposed:		H = E = A = L = Score = Level =	

Step 1: Hazard/Risk description	Step 2: Risk score/level as seen	Comments (when and where hazard is present)	Step 3: Control description (Current & Proposed)	Control Type EL,S,I,EN, A,P	Step 4: Estimate risk score/level after controls	Step 5: Reduction in risk %
	H = E = A = L = Score = Level =		Current: Proposed:		H = E = A = L = Score = Level =	

Machinery Risk Assessment Worksheet For: _____

Step 1: Hazard/Risk description	Step 2: Risk score/level as seen	Comments (when and where hazard is present)	Step 3: Control description (Current & Proposed)	Control Type EL,S,I,EN, A,P	Step 4: Estimate risk score/level after controls	Step 5: Reduction in risk %
	H = E = A = L = Score = Level =		Current: Proposed:		H = E = A = L = Score = Level =	

Step 1: Hazard/Risk description	Step 2: Risk score/level as seen	Comments (when and where hazard is present)	Step 3: Control description (Current & Proposed)	Control Type EL,S,I,EN, A,P	Step 4: Estimate risk score/level after controls	Step 5: Reduction in risk %
	H = E = A = L = Score = Level =		Current: Proposed:		H = E = A = L = Score = Level =	

Machinery Risk Assessment Worksheet For: _____

SUMMARY OF RISK ASSESSMENT

Description of the machinery that has been assessed.	Total number of hazards and risks	Number of Critical Risk(s)	Number of High Risk(s)	Number of Medium Risk(s)	Number of Low Risk(s)	Total risk reduced by

RECORD OF ENGAGEMENT AND PARTICIPATION

Determine the person responsible for reviewing and implementing the risk assessment including the identified controls.

Record below the names of the persons or parties consulted.

Management representative	H&S Representative/Employee representative
Employee(s)	Employee(s)
Employee(s)	Employee(s)
Employee(s)	Employee(s)
Experts(s)	Experts(s)
Person Responsible for implementation or escalation	

Any additional comments or actions.