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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **050RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **Drill Press** |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)*) | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)*) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Machinery & Equipment*** Operation of the Plant (Mechanical Hazard)
* Unguarded machinery
* Parts being ejected / disintegrating
* Entanglement
* Impact and cutting
* Shearing
* temperature
 | * Laceration or amputation to a worker / others fingers or hand in the chuck/drill bit
* Worker / other could become entangled in “V” belt and/or drive pulley.
* Worker / other could receive an eye injury from flying particles
* Worker / other could receive burns from hot metal swarf
 | Drill press has OEM guarding fitted on “V” belt cover and lockedChuck guard is fitted to minimise exposure to the chuck and swarfVices are clamped to the drill press table Regular workplace inspections are conductedWorker/others are provided with personal protective equipment (PPE)Workers are trained in plant maintenance and all equipment is “locked-out” electrically when maintenance is undertaken EntanglementEnsure Long hair, loose clothing, rags and jewellery is kept clear of moving parts when in use.Aprons can be used to restrict loose clothingHair ties/hair nets can be used to secure long hair.Inappropriate jewellery and accessories (e.g. bracelets) are not worn when operating the equipment.Maintain Emergency Stop button in good working order and ensure it is checked regularly as part of the maintenance schedule.Impact and cuttingEnsure operators hands and body parts are kept clear of moving parts during operation and maintenanceEnsure work pieces are appropriately secured prior to drillingEnsure appropriate PPE is worn whilst operating the drill (e.g. eye protection)* Ensure appropriate guarding is installed and in good working order prior to operation (e.g. drill chuck guard)

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| **Electricity*** Damaged or frayed electrical cords
* Electrical installation could be impacted and damaged
* Wiring could cause an electrical fire
* Unable to stop the plant in an emergency (Operational controls and e-stop)
 | * Electric shock
* Electrocution
* Burns
* Fire
 | The plant undergoes regular electrical inspections (test & tag)The main power distribution board is RCD protectedWorkplace inspections are conducted to identify defective items Plant is fitted with standard on/off control panel from the manufacturer Lock out / tag out system implementedFire extinguishers readily accessibleFirst Aid kits available |
|  **Airborne Contaminants*** Dust (when drilling timber)
 | * Asthma
* Irritation to the lungs
 | Dust extraction / local exhaust ventilation is availablePPE is available on requestDust is not blown off with compressed air |
| **Noise*** Hearing protection not available
* Inappropriate hearing protection provide
 | * Potential hearing loss/impairment
* Workers/others cannot communicate due to noise
 | PPE is available on requestWorkers/others are trained on the dangers of workplace noise  |
| **Hazardous Manual Tasks*** Manual Handling of the plant and moving product on/off the plant
* Bending/stooping to pick up products
* Moving projects on/off the drill press
 | * Sprains / strains
 | Plant is set at a suitable height to minimise stoopingTrolleys are available for moving items if requiredAll workers and others are trained in safe manual handling techniques  |
| **Gravity*** Slips, trips and falls due to build up of waste materials or failure to immediately clean up spills
* Inappropriate placement of objects (e.g. spare materials, electric cords, bags) in the immediate vicinity of the plant.
 | * Broken limbs
* bruising
 | Dust extraction used.Appropriate clearning and housekeeping practices are maintained to minimise the risk of slips, trips ad falls. |

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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| **Name:** |  | **Signature:** |  | **Date:** |  |