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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **107RA** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | **Hiring / Leasing of Plant and Equipment** | | |
| **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** | | |
| **Electrical** | | * Electric shock * Electrocution * Burns | | * Ensure that visual inspection f electrical cords is completed * Ensure that the equipment has been electrically tested (current test and tag attached). | | |
| **Machinery & Equipment**   * Competency of operators. Ask what the equipment will be used for. Will it meet the needs for the job being done. | | * Injuries to personnel that are not familiar with required operating procedures, correct use of equipment | | * Workers hiring/leasing particular item of plant must check licensing/competency requirements for use of the specific item of plant and ensure they meet the current requirements. * Supplier to provide induction/training on the use of the specific item being hired/leased. Where an SOP is provided, workers are required to follow the requirements specified in the SOP. * Where required, a specific risk assessments, JSA to be completed for the use of the leased/hired plant (especially for high risk work plant such as EWP’s). | | |
| **Machinery & Equipment**   * Arrival & drop off of leased / hired plant on site | | * Company not familiar with worksite. * Collision with other plant / buildings / pedestrians * Slips, trips & falls * Crush injury if plant falls from trailers, jacks or stands | | * Worker from worksite to communicate to supplier about times permitted to drop plant/equipment to the site * Area to be made accessible and cleared for receiving the plant/equipment. * General access ways to be cleared of any obstructions/hazards. * Where leased/hired plant is delivered to site, ensure it is not obstructing any designated emergency egress paths, or driveways designated for use by emergency vehicles. * Plant/equipment to be placed on a suitable level area * If the item is to be placed in an area that is readily accessible by workers / others (e.g. students, residents etc.) , the item must not have the key left in it, and bunting/barricading to be placed around to prevent easy access to the item. * Supplier is to ensure the relevant safety and health information supplied with the goods or equipment is in, or has been translated into, the English language before providing the information. | | |
| **Machinery & Equipment**   * Plant / vehicle movement | | * Persons being hit by moving plants could sustain serious injuries * Broken bones * Death | | * Worksite to ensure there is a safe system of traffic movement to include methods and procedures for arrival, reception, unloading, loading and movement within the premises. * Provide sufficient designated parking areas to allow the segregation of private cars from goods traffic. | | |
| **Machinery & Equipment**   * Failure to operate correctly | | * Sprains/strains * Death | | * Any worker required to use the leased/hired plant must receive appropriate information & instruction from the supplier. Where applicable, logbooks must be reviewed and updated accordingly. * Equipment must be inspected for damage prior to use. Damaged equipment must be taken out of service immediately. * Where the plant/equipment is not working correctly, the item is to be locked out from use and the supplier contacted to check the item. * Under no circumstances are workers at the worksite to attempt to fix, modify or repair any leased/hired plant unless authorised to do so by the supplier. * It is the responsibility of the supplier of the plant/equipment to ensure the item is maintained in accordance with the manufacturer’s instructions | | |
| **Machinery & Equipment**   * Loading / unloading   *(Accidents can occur if the vision of the driver is obstructed, or the equipment shifts or falls from the vehicle, or if the vehicle is unsuitable to carry the equipment)* | | * Serious injuries such as being crushed * Broken limbs * Death * Property damage | | * Only those competent / authorised to load plant onto the vehicle are permitted to do so. * No vehicle should be loaded beyond its rated capacity or beyond the legal limit of gross weight * If a trailer is being used, check the floor to ensure that it is safe to load * Equipment should be properly secured or arranged so that it is safe for both transportation and unloading. | | |
| **Other** | |  | |  | | |

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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:** |  |