

PURPOSE

It is a legal requirement under the Western Australian Work Health and Safety Act 2020 that employers identify hazards, assess the risk and consider means by which to reduce the risk. This is further specified in relation to plant in the workplace and includes establishing the risk prior to introduction of new plant and equipment into the workplace.

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* and are intended to assist workers at Curtin in conducting a Plant Risk Assessment.

1. Conducting the Risk Assessment

Plant risk assessments should be conducted at the site where the plant or equipment is located. A team of relevant personnel should conduct the risk assessment including the Health and safety Representative for the area, supervisor and workers who use the equipment. Expertise may be sought from Curtin Health and Safety Advisors or external parties as required.

Where required, permission should be sought from the area supervisor to conduct the risk assessment. An area induction may be required and/or direct supervision whilst in the work area.

It is useful to conduct the risk assessment at varying times to take into consideration the working conditions while the equipment is in use, and at other times such when it is undergoing maintenance, repairs or cleaning. After hours use, use by differing personnel and changes within the work routine should be also be taken into account. A person familiar with the operating of the plant should advise risk assessment participants of any potential hazards.

Isolation procedures should be followed at all times unless observing equipment in use, where safe operating procedures should be adhered to.

1.1. Information sources for hazard identification

Gather information to help you identify hazards:

1.1.1. Plant and equipment operator manuals

1.1.2. Service history and records

1.1.3. Legislative information eg. Regulations, Codes of Practice, Guidance Notes

1.1.4. Relevant Australian Standards eg. *AS 4024 Safety of Machinery*; *AS1893 Code of Practice for the guarding and safe use of metal and paper cutting guillotines*.

The risk assessment team should familiarise themselves with the above information prior to the assessment to ensure all aspects are considered.

1.2. Gather Equipment

Gather equipment to complete the assessment

1.2.1 Personal protective equipment e.g. Safety shoes, gloves, hearing protection, eye protection, respiratory protection

1.2.2 Camera (pictures for future reference or including in procedures)

1.2.3 Risk Matrix

- 1.2.4 Plant Risk Assessment form, accessible via the Health and Safety website or via the WHS Risk Register (CHARM)

1.3. Conduct the Risk Assessment

- 1.3.1 Follow safety procedures including isolation procedures and signage in the workplace
- 1.3.2 Avoid unnecessarily interrupting people's work
- 1.3.3 If you are unsure of any issues around the equipment, make a note and check on it at a later time
- 1.3.4 Do not remove guarding or enter any restricted areas
- 1.3.5 If you identify unsafe situations, apply out of service tags and advise personnel immediately. Report faults.

1.4. After the Risk Assessment

- 1.4.1 Follow-up on any further information required
- 1.4.2 Where hazards have been identified enter the information into the Plant Risk Assessment form and apply the hierarchy of controls
- 1.4.3 If new controls are implemented review them for effectiveness
- 1.4.4 Develop pre-start checklists and safe work procedures based on the risk assessment. Include key points in workplace inspection checklists to enable monitoring of controls.

2. Responsibilities

1.1. Line Managers and Supervisors

Line Managers and Supervisors are responsible for:

- (a) Participating in or directly supervising the undertaking of the plant risk assessment;
- (b) Ensuring plant risk assessments are conducted using the plant risk assessment form,
- (c) Ensuring appropriate risk control measures are applied, and;
- (d) Authorising Plant Risk Assessments.

1.2. Individual Workers

Individual Workers including Health and safety Representatives are responsible for assisting with the preparation of risk assessments.

3. Definitions

Risk Assessment: overall process of risk identification, risk analysis and risk evaluation.

Risk Rating: is defined as low, medium, high or extreme based on the University Health and Safety Risk Matrix prior to any corrective actions or controls being implemented.

Residual Risk Rating: Residual risk is defined as low, medium, high or extreme based on the University Health and Safety Risk Matrix after recommended corrective actions or controls have been implemented.

EXEMPTIONS

These procedures apply to all areas of the University where plant and equipment is used in the workplace. It includes office equipment.

RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[Plant Risk Assessment form](#)

[Health and Safety Legal Obligations Register](#)

[Health and Safety Risk Matrix](#)

Standards Australia (2009) *ISO 31000 Risk management – principles and guidelines*

WorkSafe WA (2010) Guidance note: *Isolation of plant*

WorkSafe WA (2009) Code of Practice: *Safeguarding of machinery and plant*

[Work Health and Safety Act 2020](#)

[Work Health and Safety \(General\) Regulations 2022](#)

CONTACT DETAILS

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