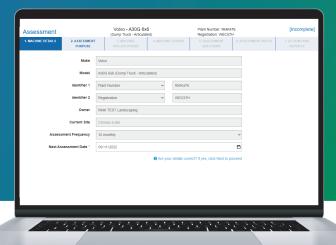
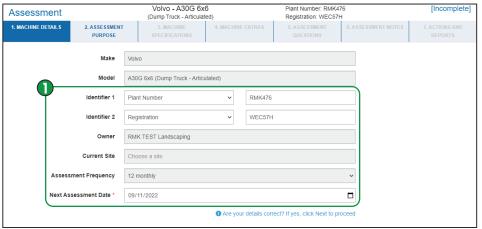
# **COMPLETING A**

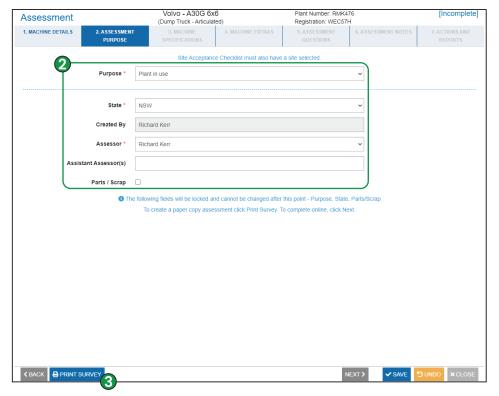
# WestConnex

# **Risk Assessment**



# How to complete a Risk Assessment





Machine Details Tab:

Your unit details will be pre-populated in the Machine Details and Assessment Purpose tabs of the Assessment screen. If applicable, adjust or add further details and click **SAVE**.

Assessment Purpose Tab:

In this instance, select 'Plant in USE - RMS', enter assessor and other details as required. Click **NEXT** to proceed.

3 ..OR if required, print a paper copy of the survey.





NOTE: If you're conducting your assessment offline using a paper survey, you will need to log back in to enter your answers. You do this by finding the machine you were assessing on the HOME screen and clicking ENTER ANSWERS.

Ovivo - A30G 6x6 (Dump Truck - Articulated)
Owner: RMK TEST Landscaping
Plant Number: RMK476
Registration: WEC57H

# **MACHINE SPECIFICATIONS TAB:**

Enter or modify your machine specifications if required and click NEXT.

# **MACHINES EXTRA TAB:**

Select extras that are fitted to the machine (if any) and click NEXT.

Plant in use	Volvo - A30G 6x6 (Dump Truck - Articulated)			Plant Number: RMK4 Registration: WEC57	[Incomplete] 20766 20211109-1241	
1. MACHINE DETAILS	2. ASSESSMENT PURPOSE	3. MACHINE SPECIFICATIONS	4. MACHINE EXTRAS	5. ASSESSMENT QUESTIONS	6. ASSESSMENT NOTES	7. ACTIONS AND REPORTS
Please enter or modify st	andard specs as required					
FEATURE GROUP	FEAT	URE	DETAILS			
- Noise Test Results	1. Mai	nufacturers specified noise	e level dBA			
- Noise Test Results	2. Am	bient noise level dBA				
- Noise Test Results	3. Noi dBA	se level - Operator positio	n (high idle)			
- Noise Test Results	4. Noi dBA	se level - Operator positio	n (low idle)			
- Noise Test Results	5. Noi	se level LHS dBA @ m (hi	igh idle)			
- Noise Test Results	6. Noi	se level Front dBA @ m (I	nigh idle)			

Plant in use		Volvo - A30G 6x6 (Dump Truck - Articulate		Plant Number: RMK4 Registration: WEC57		[Incomplete] 20766 20211109-1241
1. MACHINE DETAILS	2. ASSESSMENT PURPOSE	3. MACHINE SPECIFICATIONS	4. MACHINE EXTRAS	5. ASSESSMENT QUESTIONS	6. ASSESSMENT NOTES	7. ACTIONS AND REPORTS
Please select the extras	that are fitted to the machin	ne (if any)				
EXTRA		SELECT		3		
Air Conditioning			5			
FOPS						
Other						
ROPS - Cabin						
Wheel Chocks						

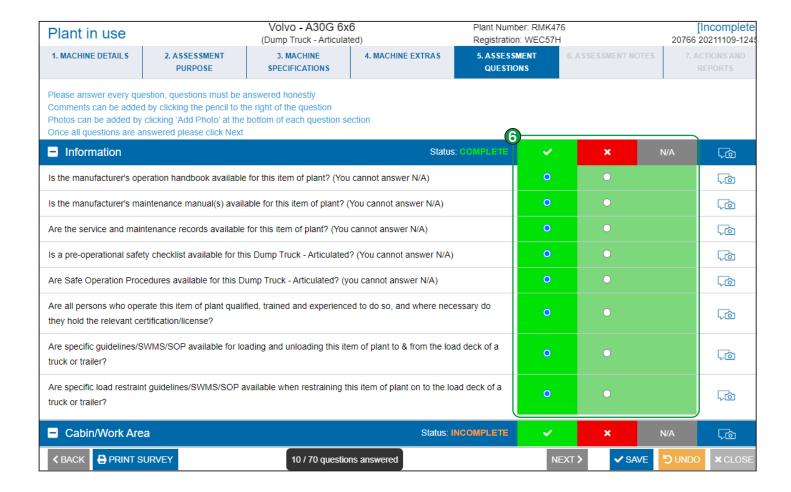


# **(6)** ASSESSMENT QUESTIONS TAB:

You must answer all questions. You can add comments on individual questions. Once you have completed ALL questions click NEXT. You can only proceed once you have completed ALL questions.

#### TIP:

- You can choose to click the SAVE button on the bottom right hand of the screen and complete later.
- When you have completed a section you can choose to minimise the blue bar by using the symbol.



Plant in use		Volvo - A30G 6xi (Dump Truck - Articulat		Plant Number: RMK47 Registration: WEC57H		Oper 20766 20211109-124
1. MACHINE DETAILS	2. ASSESSMENT PURPOSE	T 3. MACHINE SPECIFICATIONS	4. MACHINE EXTRAS	5. ASSESSMENT QUESTIONS	6. ASSESSMENT NOTES	7. ACTIONS AND REPORTS
Assessment N		ons and make any comments app	ropriate to the condition of t	he machine		
Today office field as for	fulled by the queen	nis and make any commons app	Tophate to the sortanon or a	ne macrine		
mages & Doc		ategory, enter a caption and click	"Soloct File" below			
o add a flew illiage of di	Journal Critose a C	ategory, enter a caption and click	Select File Delow	$\overline{}$		
	Category *			TIP:	To add imag	es or docs
	Category *  Caption *	Enter a caption for the image h	ere		To add imago ose a categol	
		Enter a caption for the image h	ere	choc	U	ry, enter a ct the file

# **ASSESSMENT NOTES:**

Enter any additional notes regarding the machine and add images or documentation that are relevant to the assessment if applicable and click **NEXT**.



# 8 O/S ACTIONS AND REPORTS TAB:

Editable outstanding actions will be displayed for the machine. You can choose to view and/or print the report PDF.
Clicking CLOSE will take you to the HOME screen.



TIP: You can do almost anything related to the machine on this screen. Manage outstanding actions, print reports and order safety labels.

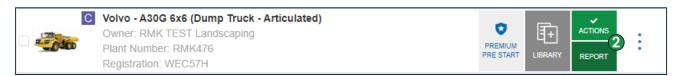
# **Viewing Machine Survey Answers**

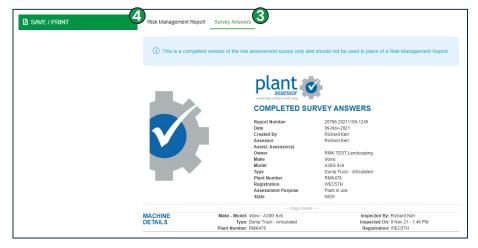
Once an assessment survey has been completed on a machine, you can find the latest answers in the machine's Survey Answers section.

Please note, these answers aren't a Risk Assessment Report (which can be found on the Risk Assessment tab), it is for informational purposes only.

The Survey Answers section can be found on the machine's Report screen.

- ① On the **Machines** page, use the Keyword Search to find your machine.
- 2 If an assessment has been completed on this machine, you will see a green **Report** button to the right of the machine details.
- 3 By default, you'll see the Risk Management Report. To view the answers, click on the **Survey Answers** tab at the top of the screen.
- Additionally, if you want to print these results, you can select the **Save / Print** button in the left hand side menu.





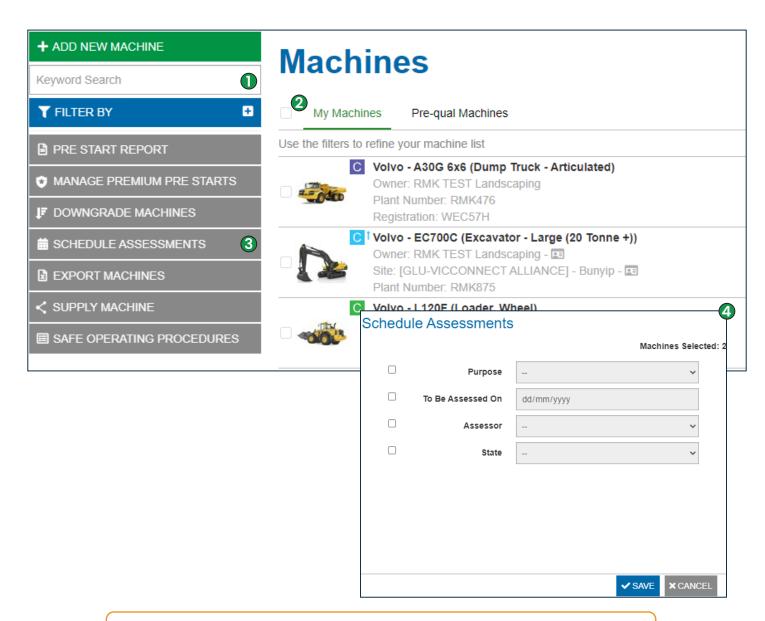


# How to schedule a future assessment

When creating and managing a schedule for a large number of machines, you may wish to bulk schedule assessments.

This function sees you able to update the assessment schedule details for a group of machines. To use this function, simply filter down to the group of machines (e.g. all backhoes in fleet) and click **SELECT ALL MACHINES**, click **SCHEDULE ASSESSMENTS** enter assessment date, assessor, assessment purpose and state.

- Keyword Search
- Select All Machines
- Schedule Assessments
- Enter details in pop-up window



**NOTE**: When bulk scheduling, you can assign some or all of the following aspects of future assessment(s): Next assessment date, assessor, purpose and state.



# Guidence on how to answer the questions

# Guidlines to follow when completing risk assessments

CRITICAL: You cannot complete a Plant Assessor risk assessment unless you have a comprehensive understanding of the machine you are assessing.

#### **Machine Details**

Ensure that machine details are correct, confirm machine ID type and details when inspecting machine.

# **Specification Page**

Always check specs for hearing etc. Hearing protection is only required when the noise level is above 85dBA at the operator position.

#### **Extras Page**

All extras fitted must be marked e.g. manual hitch must be ticked to show that it is a manual hitch and not a quick hitch. The extra (e.g. ROPS/FOPS) must have some certification, so only tick if you have verified certification by visual inspection.

# Guidlines to follow when completing risk assessments

All questions must be answered to complete the assessment. The survey will guide you as to what you are looking for. You must simply answer the questions truthfully and honestly.

# The 5 golden rules for answering PA questions:

- 1. Always read the whole question
- 2. Never make assumptions
- 3. Err on the side of caution
- 4. Answer all questions truthfully
- 5. Only answer a question Not Applicable if the question really is Not Applicable!

#### **Information Questions**

Always answer **NO** unless information is sighted and reviewed.

### Operator competency

Always answer NO.

### Access/Egress

Rule of thumb for 1st step - not greater than knee height. Legislation requires steps to be no greater than 450mm. Machines to consider - All trucks, wheel loaders, graders, skid steers, rollers, dumpers etc. Always check all 4 steps at rack level on all tracked equipment are free from damage and are non-slip.

#### Horns, lights, beacon

Horn, Automatically **NO** if not labelled, test if possible, **YES** if labelled and appears as per manufacture Lights, Automatically **NO** if any damage to any lens, **YES** if appears as per manufacture Beacon, as per lights



#### **Controls**

Labelling, **NO** unless all controls are labelled, including controls not in cabins orientation, if **NO** to labelling question then automatically **NO**, only **YES** if all labelled and as per question requirements, look and consider orientation where possible e.g. crane controls on table/top.

Ergonomics, NO if controls used all the time are located behind operator controls.

### **Hearing label**

Consider the machine with regard to how noisy it is e.g. all mini excavators are well under 85dBA for the 8 hour limit at the operator ear without a cabin. Hydraulic hammers and the like require external labels for bystanders.

#### **Mirrors**

Answer NO if not all requirements of question met regardless of machine type.

#### **Quick Hitch**

Cannot be both fully and semi auto hitch. Quick hitch must be hydraulically operated, all others are manual hitch.

Answer **NO** to fully auto if not 100% certain of compliance. Assume semi auto if fitted with a safety pin or pin hole.

#### **Hydraulics**

Damage, NO if any damage to outside sheathing or any steel braiding exposed.

Remember to document replacement requirements in assessor comments section as follows.

"Hydraulic hose adjacent XXXX requires replacement prior to operation."

Fluid injection and whiplash - remember to consider all parts of the operator body and that glass is not a shield.

## ROPS/FOPS

Only mark in extras if it has some sort of compliance, Inc. FOPS e.g. 3449, 3471 or OSHA (ROPS tted do not cut, drill or weld label does not class as certication.)

If not marked in extras:

**Question 1**: must be a **NO Question 2**: must be N/A

**Question 3**: must be NO regardless

If it is damaged it must be noted in the comments section in (Question 2.) Excavators are EXCLUDED from this and must be answered:

## **ROPS**

Question 1: NO Question 2: N/A

Question 3: N/A if NO ROPS

#### **FOPS**

Question 1: NO

Question 2: N/A if NO FOPS



#### Tyres & Rims

Any damage, e.g. exposed wire, gashes, baldness is a **NO** with comment as follows:

"XXX side, based on looking forward for RHS & LHS and position, front rear & inner/outer if applicable requires replacement prior to operation".

All tread must be raised, any smoothness and tyre must be replaced.

Gashes and cuts in side walls are a value call, any exposed wire or bulging tyre must be replaced.

Smoothness is acceptable on forklifts and self-propelled EWPs if there is some tread.

Bald is accepted on solid tyres only, if not solid it must be treated as per normal tyres.

Split rims - telling signs include two rows of nuts/bolts, as a split ring.

#### **Modifications**

All modifications must be noted unless questions have been included in survey. All modifications must be considered by identifying the hazard and Consequence v likelihood.

# Structural Damage

All damage and repairs to structural components must be a NO and noted accordingly as follows e.g. "The boom has had a crack repair adjacent the stick knuckle, the repair appears to be carried out by a competent person. Please monitor this repair as part of your daily pre-op checklist. If cracking reappears then operation must cease until the appropriate repairs are completed by a competent person."

