



RISK MANAGEMENT REPORT

Report Number	MANAU20130211-1221
Assessment Date	11 February 2013
Assessor	Matt Ireland
Assistant Assessor	
Company	Manheim Australia
Make	Toyota
Model	42-7FG25
Type	Lift Truck - self propelled
Serial Number	31722
Lot Number	4736950
Assessment Purpose	Sale
State	QLD

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Section 1 – Important Information

Contains information outlining the scope and any limitations applicable to this Risk Management Report

Section 2 – Unit Details

Contains standard unit specifications and details of any extras fitted

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Contains details of the technique used to calculate risk ratings, time frame and risk treatments. Please refer to this information when reviewing and interpreting the information in section 4

Section 4 part 1 – Risk Treatments Required

Contains detailed information regarding the risk treatments to be implemented including hazard, risk rating, time frame, relevant standards & legislative references

Section 4 part 2 – Risk Treatments in Place

Contains detailed information regarding the risk treatments in place including hazard, risk rating, relevant standards & legislative references

Section 5 – Notes

Contains photos & any relevant additional information entered by the assessor

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SECTION 1 IMPORTANT INFORMATION

This Risk Management Report has been prepared for -

(insert recipient name/company name)

This document has been prepared to cover the sale or transfer of this item of plant between the Company identified on the front cover and their named recipient. This report must not be used for any subsequent sale or transfer.

This document is provided to meet duty of care obligations as set out in OH&S regulations for the supply of plant and the sale and transfer of plant.

The safety hazards associated with the operating and maintaining of this item of plant have been identified as far as practical by visual inspection. This item of plant is being sold in an "as-is" condition with known and unknown safety hazards. No physical testing has been conducted (eg. Wire rope tests, stress tests, structural/non-destructive tests, noise tests, vibration tests, brake tests, insulation tests etc.) unless stated otherwise in the notes.

This document is not intended to provide information on, nor warrant the mechanical, electrical or structural condition of this item of plant. Any information on standard features have been supplied through the manufacturer and should be used as a guide only until otherwise verified.

This item of plant should be further assessed, tested and inspected or dismantled as necessary to gauge any further hazards and /or risks relating to SPECIFIC WORKPLACE USE, which are currently unknown, in accordance with relevant standards, regulations and acts.

Under common law and OH&S acts, regulations and code of practice, there is a requirement for the plant owner, employer and operator to exercise a duty of care in the safe operation and maintenance of plant. Accordingly before this item of plant is supplied to, or used at any workplace it must be inspected to ensure it is in a fully operational, safe and serviceable condition and that operators and maintenance personnel are appropriately trained in the use & maintenance of this item of plant.

For further information regarding this report contact Online Safety Systems on 1300 72 88 52

SECTION 2 UNIT DETAILS

STANDARD SPECS

- NOISE TEST RESULTS

1. Manufacturers specified noise level dBA

2. Ambient noise level dBA

3. Noise level - Operator position (high idle) dBA

4. Noise level - Operator position (low idle) dBA

5. Noise level LHS dBA @ m (high idle)

6. Noise level Front dBA @ m (high idle)

7. Noise level RHS dBA @ m (high idle)

8. Noise level Rear dBA @ m (high idle)

BRAKES

Brake Type

CAPACITIES

Lift Capacity (kg)

Lift Height (mm/feet)

DIMENSIONS/WEIGHTS

Dry Weight (kg)

Height (mm)

Length (mm)

Max operating weight (kg)

Min width (mm)



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DIMENSIONS/WEIGHTS

Turning circle diameter (mm)

Wheelbase (mm)

DRIVES

Drive Configuration

ENGINE

Eng No Cylinders/Cc

Engine Hours

Engine make & model

Engine number

Engine power kw/(hp)

Max torque

RETAIL \$

New Price

New Price Date

STEERING

Steering Type

TRANSMISSION

Clutch

Gears Fwd/Rev

High-Low/Shuttle

Speed Min To Max

Transmission

TYRES

Standard Front Tyres

Standard Rear Tyres

EXTRAS**There are no extras for this unit**

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SECTION 3

Risk Analysis						
Consequence						
		1 INSIGNIFICANT Dealt with by in house first aid	2 MINOR Treated by medical professionals, hospital out patients	3 MODERATE Significant non permanent injury, overnight hospital stay	4 MAJOR Extensive permanent injury e.g. Loss of fingers extended hospital stay	5 CATASTROPHIC Death, permanent disabling injury e.g. Loss of hand, quadraplegia
Likelihood	A Almost certain to occur in most circumstances	MEDIUM 8	HIGH 16	HIGH 18	CRITICAL 23	CRITICAL 25
	B Likely to occur frequently	MEDIUM 7	MEDIUM 10	HIGH 17	HIGH 20	CRITICAL 24
	C Possible and likely to occur at some time	LOW 3	MEDIUM 9	MEDIUM 12	HIGH 19	HIGH 22
	D Unlikely to occur but could happen	LOW 2	LOW 5	MEDIUM 11	MEDIUM 14	CRITICAL 21
	E May occur but only in rare circumstances	LOW 1	LOW 4	LOW 6	MEDIUM 13	MEDIUM 15

Risk Evaluation	
CRITICAL	Act immediately to mitigate risk. Implement risk treatment(s) in accordance with the risk treatment table below.
HIGH	Act immediately to mitigate risk. Implement risk treatment(s) in accordance with the risk treatment table below. If the appropriate risk treatments are not immediately accessible establish interim risk treatment strategies. Permanent risk treatments must be implemented within one week.
MEDIUM	Take reasonable steps to mitigate and monitor the risk. Implement risk treatment(s) in accordance with the risk treatment table below. Permanent risk treatments must be implemented within one month.
LOW	Take reasonable steps to mitigate and monitor the risk. Implement risk treatment(s) in accordance with the risk treatment table below. Permanent risk treatments must be implemented within three months.

Risk Treatment	
Selecting the most appropriate risk treatment option involves balancing the costs and efforts of implementation against the benefits derived, with regard to legal, regulatory and other requirements.	
Eliminate	Eliminate the source.
Substitute	Provide an alternative that is capable of performing the same task which is safer.
Engineering Controls	Provide or construct a physical barrier or guard.
Administrative Controls	Develop policies, procedures, practices and guidelines in consultation with employees to mitigate the risk. Provide training, instruction and supervision about the risk source.
Personal Protective	Provide personal protective equipment to the individual from the risk source.

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SECTION 4 PART 1 RISK TREATMENTS REQUIRED

This section of the report pertains to hazards created by use of this item of plant which currently do not have risk treatments in place. The risk treatments recommended in this section have been developed based on relevant Australian Standards, legislation, the hierarchy of risk treatment in accordance with the guidelines set forth in AS/NZS ISO 31000 – Risk Management and various other sources. The recommended risk treatment measures must be developed, implemented and validated as effective prior to the operation, maintenance or testing of this item of plant. Treatments applied must be dated and initialled adjacent the recommendations. All operators must read and understand the entire contents of this section prior to operating this item of plant.

Delivery



Hazards: Crushing

Preliminary Risk Rating: HIGH 22

Relevant References:

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: SWMS Loading/Unloading

Source or develop guidelines for loading and unloading this machine to and from a flat top truck or trailer, low loader or tilt tray -

Step 1

- Vehicle choice
 - Vehicle load carrying capacity must be equal or greater than the sum of machine, attachments and any ancillary equipment
 - Vehicle must have adequate space for the load
 - Load carrying deck must be clean

Step 2

- Site selection
 - Site for loading and unloading must meet the following criteria -
 - i. Be level in camber (to achieve this direction of carrier unit may need to be adjusted several times)
 - ii. Longitudinally the combined grade of site and loading ramps/elevated tilt tray must NEVER exceed the gradeability of machine being loaded
 - iii. Be stable enough to withstand combined weight of machine and carrier unit
 - iv. Be isolated from traffic movements via its location, barriers or administrative traffic controls
 - v. Be clear of overhead power lines

Step 3

- Loading
 - FLAT TOP/LOW LOADER
 - i. Engage creep gear
 - ii. Clear bystanders from each side of the carrier unit and loading ramps
 - iii. Drive machine on slowly
 - iv. Place machine in transport/park configuration, apply brakes & shut off engine
 - v. Use extreme caution when egressing machine
 - TILT TRAY
 - i. Manoeuvre machine to adjacent tilt tray, NEVER drive machine onto a tilt tray
 - ii. Place machine in park configuration, apply brakes & shut off engine
 - iii. Attach winch cable to machine tow point
 - iv. Clear bystanders from each side of the carrier unit and loading ramps
 - v. Take up slack so that winch has weight of unit
 - vi. Place machine in towing configuration (release brake, select neutral gear/disengage hydrostatic drive)
 - vii. Egress machine, NEVER ride in or on machine whilst being winched onto a tilt tray
 - viii. Winch machine on slowly
 - ix. Place machine in transport/park configuration, apply brakes & shut off engine
 - x. Use extreme caution when egressing machine
 - xi. Engage any transit locks

Step 4

- Restraint
 - See transport restraint guidelines

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Delivery



Hazards: Crushing

Preliminary Risk Rating: HIGH 22

Relevant References:

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: SWMS Load Restraint

Source or develop transport restraining guidelines for this machine considering the following as a minimum -

Step 1

- Loading
 - Load machine as per loading guidelines

Step 2

- Load placement
 - Loads must be placed so that the centre of it's mass is in front of the centre of the rear axle/axle group

Step 3

- Lashing choice
 - Always select lashings whose combined lashing capacity is –
 - i. In the forward direction equal to or greater than 2 x the weight of the load
 - ii. In the sideways direction equal to or greater than the weight of the load
 - iii. In the rearward direction equal to or greater than the weight of the load
 - Always select tensioning devices whose capacity is equal to or greater than the chain/webbing lashing capacity

Step 4

- Lashing technique
 - Lashing must be from tie down point on machine to dedicated attachment point on carrier truck or trailer (if no tie down points fitted machine must be tied down by axles or chassis)
 - Lashing point on truck or trailer must have sufficient strength to hold machine weight
 - i. Minimum one chain per tie down point
 - ii. One tensioning device per chain
 - iii. Ratio of horizontal to vertical as close to 2:1 as possible
 - iv. Chains must not at right angles to the machine in any plane (unless two chains used per tie down point)
- Tips
 - NEVER USE FAULTY OR DAMAGED RESTRAINING EQUIPMENT
 - All machines must be restrained including any attachments and ancillary equipment
 - Chains may need to be tied forwards/backwards or across the truck/trailer to achieve the 2:1 ratio or angle less than 90 degrees to machine
 - More than one chain may be necessary per tie down point to achieve restraining capacity
 - Attach lashings to tie rail at rail support intersection

Operation



Hazards: Incorrect Operation

Preliminary Risk Rating: CRITICAL 24

Relevant References: AS1470, ISO31000-2009 Risk Management

Time frame: Immediate

Due Date: 11/02/2013

Date Rectified

Initial

Risk Treatment Required: Operator Competency

Only persons who are qualified, trained and experienced and/or hold the relevant certification/license can operate this item of plant. If there is not a competent/licensed person available for operation of this item of plant then only persons who are supervised by a competent/licensed person can operate this item of plant.

Legislation: State Health & Safety Legislation & Regulation



Hazards: Electrocution

Preliminary Risk Rating: HIGH 22

Relevant References: AS1470, AS2550, AS3017, ISO31000-2009 Risk Management

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

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Operation

Risk Treatment Required: Electrical Approach Distances

Attach a clear hazard warning label re: overhead electrical hazards and minimum approach distances adjacent operator work areas and any access to the top of the item of plant. These distances must be adhered to strictly. Once fitted these labels and tables must be present, clear and legible at all times.

Spotters are required when working within 5 metres of the minimum approach distance of any live electrical apparatus.

Any encroach within the minimum approach distances must only occur if the following provisions have been met -

1. The machine is designed to work within the minimum approach distances
2. Permission has been granted by the electricity company
3. Safe systems of work have been documented and approved

Legislation: State Health & Safety Legislation & Regulation



Hazards: Crushing

Relevant References: AS1470, AS1636, AS2294, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: ROPS Label

Attach hazard warning label stating that the ROPS must not be damaged at any time (including cuts, drill holes and welds). This label must be present, clear and legible at all times.

Legislation: State Health & Safety Legislation & Regulation



Hazards: Incorrect Operation

Relevant References: AS1064, AS1470, AS2956, HB59, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: Control Labels

Ensure all controls including all levers, buttons, pedals, switches etc. are clearly labelled as to their purpose and method of operation prior to operating this item of plant. Once achieved these labels must be maintained in a clean condition at all times.

Legislation: State Health & Safety Legislation & Regulation



Hazards: Crushing, Falling

Relevant References: AS1470, AS1636, AS2294, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: Passenger Seat Label

Ensure that a clear hazard warning label re: Operator only, No passengers is fitted to the operator area of this item of plant. Passengers must not be carried at anytime. Once fitted this label must be clear and legible at all times whilst this item of plant is in operation.



Hazards: Burns, Explosion, Poisoning

Relevant References: AS1470, AS2153, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: Tank ID Label

Ensure the tank(s) on this item of plant have clear, legible label(s) identifying their contents, and if appropriate any necessary controls re: the contents. Once attached these must be present, clear and legible at all times. (this includes radiators and petrol/diesel tanks)

Legislation: State Health & Safety Legislation & Regulation

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Operation



Hazards: Crushing

Relevant References: ISO31000-2009 Risk Management, ISO3471-2008

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: ROPS seat belt label

Install an advisory label stating that as a "ROPS is fitted seatbelts must be worn" in clear view of the operator.
 All operators and passengers must wear seatbelts whilst on this item of plant.
 Once fitted this label must be present, clean and legible at all times.



Hazards: Incorrect Operation

Relevant References: ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: Pre-op Checklist Lift Truck

Source or develop pre-operational checklist for this self propelled lift truck. (Pre-op checklist available via the Custom Reports section of Plant Assessor)



Hazards: Incorrect Operation

Relevant References: ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: SOPs LiftTruck - Self Propelled

Source or develop Safe Operation Procedures for this self propelled lift truck. (Safe Operation Procedures are available via the Custom Reports section of Plant Assessor)



Hazards: Incorrect Operation

Relevant References: AS1470, AS2153, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: Operation Handbook

The manufacturer's operation handbook is not available for this item of plant. A full assessment of the competence of operators must also be undertaken.

This handbook must be sourced and made available to all operators and maintenance staff at all times as a requirement of current legislation. If Operation handbook cannot be sourced the operation manual must be developed by a competent person. All personnel who may operate this item of plant must read and be familiar with this handbook prior to operating.

Legislation: State Health & Safety Legislation & Regulation



Hazards: Collision

Relevant References: ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: Phone Use label

This item of plant must be fitted with an instruction label advising that mobile phones must not be used whilst operating this machine. Accordingly all operators must not use a mobile phone at any time whilst operating machine. If phone use is necessary then operator must place machine in park configuration in a safe position prior to phone use. Operators MUST adhere to this advice at all times.

Once fitted this label must be clear and legible at all times whilst this item of plant is in operation.



Hazards: Burns, Cutting, Entanglement, Shearing

Relevant References: AS1470, AS2153

Preliminary Risk Rating: HIGH 19

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: Engine Guard Label

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Operation

Ensure all engine guards have a hazard warning label which states that the guard must not be opened unless the engine is not running and all moving parts behind have stopped. These labels must be present and fully functional and serviceable at all times whilst this item of plant is in operation.

Legislation: State Health & Safety Legislation & Regulation



Hazards: Fire

Relevant References: AS1470, AS1841, AS1851, AS2153.7, ISO31000-2009 Risk Management

Preliminary Risk Rating: MEDIUM 13

Time frame: 1 Month

Due Date: 13/03/2013

Date Rectified

Initial

Risk Treatment Required: Fire Extinguisher

No fire extinguishers are installed on this item of plant. Fire extinguisher(s) to AS 1841 must be present and fully functional and serviceable at all times. They must be readily accessible to the operator. Regular inspections must also be carried out in accordance with the manufacturer's requirements and AS 1851

Legislation: State Health & Safety Legislation & Regulation



Hazards: Collision, Crushing, Striking

Relevant References: AS1470, AS2153, AS4024, ISO31000-2009 Risk Management

Preliminary Risk Rating: MEDIUM 12

Time frame: 1 Month

Due Date: 13/03/2013

Date Rectified

Initial

Risk Treatment Required: Tail Swing Label

Ensure the rear of this item of plant has a hazard warning label re: general plant movement, tail swing, keep clear, etc, attached, prior to operation. It must be present and fully functional and serviceable at all times.

Legislation: State Health & Safety Legislation & Regulation



Hazards: Collision

Relevant References: ISO31000-2009 Risk Management

Preliminary Risk Rating: MEDIUM 9

Time frame: 1 Month

Due Date: 13/03/2013

Date Rectified

Initial

Risk Treatment Required: Recovery Point Label

Ensure that this item of plant is fitted with a hazard warning label adjacent the recovery tow point which states "Danger - Do not tow this item of plant until you read, understand and follow the manufacturers' towing instructions. Failure to do so could result in DEATH or Serious Injury". Once fitted this label must be clear and legible at all times whilst this item of plant is in operation.

Design Compliance



Hazards: Collision, Crushing

Relevant References: AS1470, AS4024, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: Reverse Movement Alarm

Ensure this item of plant fitted with a reverse movement sensor alarm which is automatically activated when reverse gear is selected prior to operating this item of plant. Once fitted it must be fully functional and serviceable at all times whilst this item of plant is in operation.

Legislation: State Health & Safety Legislation & Regulation



Hazards: Explosion, Non Compliance

Relevant References: AS4983-2003

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

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Date Rectified

Initial

Risk Treatment Required: LPG Fuel Requirements

This item of plant must comply with AS 4983-2003 gas fuel systems. Once achieved this item of plant must comply with all the

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Design Compliance

requirements of this standard at all times whilst this item of plant is in operation.



Hazards: Crushing

Relevant References: AS2359, ISO8643

Preliminary Risk Rating: HIGH 22

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: Controlled Lowering Device

This item of plant must fitted with a controlled lowering device(s) to the load carrying cylinder(s) which will prevent rapid descent in the event of hydraulic system failure. This device(s) must be inspected as part of your pre-operational checklist and maintained as part of your plant safety programme.

Once fitted this device(s) must be present and fully functional at all times whilst this item plant is in operation.



Hazards: Incorrect Operation

Relevant References: AS4024.1906-2006, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 20

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: Intuitive Controls

The controls fitted to this item of plant must be orientated so that the movement of the control is consistent with the action of the machine e.g. moving a control lever to the left results in the machine turning to the left.

Once achieved this design feature must be maintained at all times whilst this item of plant is in operation.



Hazards: Burns, Striking

Relevant References: AS1418.1-2002 Cranes - General requirements, AS2671-2002, AS4024, ISO31000-2009 Risk Management, ISO4413-1998

Preliminary Risk Rating: MEDIUM 14

Time frame: 1 Month

Due Date: 13/03/2013

Date Rectified

Initial

Risk Treatment Required: Hydraulics 500mm

Ensure that a sturdy, permanent guard is installed wherever the distance between hydraulic hoses and any body parts of the operator is less than 500mm. This guard will provide protection during a hose failure. Once installed this guard(s) must be present at all times whilst this item of plant is in operation.

Legislation: State Health & Safety Legislation & Regulation



Hazards: Collision, Poor Visibility

Relevant References: AS1470, AS2153, ISO13564-1.2, ISO14401.1-2009, ISO31000-2009 Risk Management

Preliminary Risk Rating: MEDIUM 12

Time frame: 1 Month

Due Date: 13/03/2013

Date Rectified

Initial

Risk Treatment Required: Operator Mirrors

At least two (2) operator rear view mirrors must be fitted to this item of plant prior to operation. These mirrors must be ergonomically placed to enable the operator clear view around the item of plant. Once fitted they must be fully functional and correctly maintained at all times. There must always be at least one mirror on each side to provide rear vision to the operator to avoid striking bystanders and objects.

Legislation: State Health & Safety Legislation & Regulation.

Maintenance



Hazards: Incorrect Operation

Relevant References: AS1470, AS2153, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

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Initial

Risk Treatment Required: Maintenance Manual

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Maintenance

The manufacturer's maintenance manual(s) are not available for this item of plant

These manuals must be sourced and made freely available to all persons carrying out maintenance activities as a requirement of current legislation. If these manuals cannot be sourced, the maintenance manual(s) must be developed by a competent person, and then made available to all relevant persons.

Legislation: State Health & Safety Legislation & Regulation



Hazards: Operational Malfunction

Relevant References: AS1470, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 21

Time frame: 1 Week

Due Date: 18/02/2013

Date Rectified

Initial

Risk Treatment Required: Service Records

Service and maintenance records are not available for this item of plant.

This risk assessment will form the basis of your records for this item of plant. Service and maintenance records must be developed and maintained as part of your plant safety management programme. This includes regular inspections re: the general condition of the item of plant including (but not limited to) tyre condition, oil levels and wear and tear on critical items such as brakes and steering, etc. All OEM prescribed, scheduled and non scheduled maintenance must also be documented as part of these records.

Legislation: State Health & Safety Legislation & Regulation

SECTION 4 PART 2 RISK TREATMENTS IN PLACE

This section of the report pertains to risk treatments currently in place on this item of plant. This section must be read in conjunction with the safety section of the manufacturers handbook. All operators must read and understand the entire contents of this section prior to operating this item of plant. These treatments or equivalent must remain in place at all times whilst this item of plant is in operation.

Operation



Hazards: Burns, Explosion, Poisoning

Relevant References:

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Engine

Review Safe Operation Procedures to ensure the existence of the following:

FUEL COMBUSTION ENGINES SAFE OPERATION PROCEDURES

1. Switch off the engine before refueling.
2. NEVER smoke in the vicinity of, and keep sources of sparks away from, any flammable liquid or fuel.
3. Let the engine cool down before refueling.
4. Fuels can contain substances similar to solvents. Eyes and skin should not come in contact with mineral oil products. Always wear protective gloves when refueling (not regular work gloves!). Frequently clean and change protective clothes. Do not breathe in fuel vapours. Inhalation of fuel vapours can be hazardous to your respiratory health.
5. Use extreme care when filling fuel tanks.
6. Exercise care not to spill fuel. If a spill over the engine occurs, clean and dry the engine immediately. Fuel should not come in contact with clothes. If your clothes have become contaminated with fuel, change out of them at once. Undertake refilling operations over a non porous surface such cement or preferably within a bunded area to avoid spilling fuel on the ground (environmental protection).
7. Do not refuel any fuel tank or container in a closed unventilated area. Without effective ventilation, fuel vapours will accumulate near the floor creating a risk of explosion and/or causing dizziness and possible unconsciousness in nearby persons.
8. Ensure to correctly fit and firmly tighten the screw cap of the fuel tank.
9. Before starting the engine, move to a location at least 3 metres from where you fuelled the engine, but not within the extended swing range of the cutting disc (direction of sparks if appropriate).
10. Fuel cannot be stored for an unlimited period of time. Buy only as much as will be consumed in the short term.
11. When making up the fuel/oil mixture, always put the oil in the mixing container first, and then the fuel.
12. Use only approved and appropriately marked containers for the transport and storage of fuel.
13. Keep children away from fuel, fuel storage and operating machinery!
14. Where possible, keep an appropriate fire extinguisher nearby during operations utilising flammable liquids
15. Never operate an internal combustion engine inside your home, basement, garage or any other enclosed area. The engine needs a minimum of 1 to 2 metres of spacing on all sides (including the top). An engine needs an unlimited supply of fresh air for proper cooling during operation.
16. Properly locate the engine outdoors away from doors and windows. An open door or window will allow dangerous exhaust fumes to enter the building. Since combustion engines create carbon monoxide, which can be lethal, good ventilation is critical. Keep the engine dry and always operate it on a level surface.

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Hazards: Burns

Relevant References: AS1470, ISO31000-2009 Risk Management

Preliminary Risk Rating: MEDIUM 12

Risk Treatment Required: Open Cabin

Dust, exhaust fumes, chemical fumes, sunstroke and sunburn pose serious risk to the operator both short and long term. The appropriate controls for all of these hazards must always be available whilst this item of plant is in operation. If these controls e.g. hats, sunscreen, dust masks etc are not available then operation of this item of plant must cease until these are made available to all operators.



Hazards: Collision, Crushing

Relevant References: AS1470, AS2153, AS2359, ISO31000-2009 Risk Management

Preliminary Risk Rating: MEDIUM 12

Risk Treatment Required: Warning Device (horn)

This item of plant is fitted with a fully functional audible warning device such as a horn. This must be easily accessed by the operator, and easily identifiable by nearby pedestrians.

All operators should ensure the warning devices are functional at the start of each shift, by completing pre-start checklists. Warning devices should operate automatically where appropriate (eg reversing)



Hazards: Incorrect Operation

Relevant References: AS1470, AS2359, ISO31000-2009 Risk Management

Preliminary Risk Rating: MEDIUM 12

Risk Treatment Required: Load Plate

This item of plant is fitted with a manufacturers load plate. This plate must be clean, free from damage and legible at all times. This load plate must contain the following information as a minimum - Manufacturers specifications re:

1. Plant weight.
2. Correct operating tyre pressures.
3. Lifting and angle capacity.
4. Maximum height to which a given load can be lifted.

All operators must read, understand, use and comply with this information during operation of this item of plant.

Design Compliance



Hazards: Collision

Relevant References: AS1470, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Beacon

This item of plant is fitted with a safety beacon. This beacon must meet the following criteria at all times whilst this item of plant fitted is in operation -

- is visible up to 200m in all directions (allowing for intermittent obstruction from the plant structure whilst the plant is in operation)
- is fitted in the most appropriate location on machine to maximise visibility without risking continual damage

NOTE: more than one beacon may be fitted to meet these criteria.



Hazards: Incorrect Operation

Relevant References: AS1418.10-2004 Elevating work platforms, NSW Post Drivers-2007 Industry Safety Standard

Preliminary Risk Rating: CRITICAL 24

Risk Treatment Required: Hold To Run Controls

This item of plant is fitted with "hold to run" or "deadman" type controls. Operators and maintenance staff MUST NEVER attempt to bypass this important safety feature. Failure to comply with this instruction may lead to serious injury or death.



Hazards: Crushing

Relevant References: ISO24135.1-2006, ISO3776.1-2006, ISO6683-2005

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Seat Belt

This item of plant is fitted with an operator seat belt. This seat belt must be free from damage, and permanently and sturdily attached at all times whilst this item of plant is in operation. Operators must use this seat belt at all times during operation.

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Design Compliance



Hazards: Collision, Crushing

Relevant References: AS1470, ISO31000-2009 Risk Management

Preliminary Risk Rating: CRITICAL 24

Risk Treatment Required: Park Brake

The park brake fitted to this item of plant is fully functional at all times. The park brake must be regularly inspected and tested. These inspections and tests must be documented as part of your plant safety programme.



Hazards: Burns, Striking

Relevant References: AS2671-2002, ISO4413-1998

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Hydraulic Hoses

This item of plant has hydraulic hoses. These hoses must be inspected each day or before each use for wear and tear. If there are visible signs of wear immediate action must be taken to control the risk arising from this wear. These inspections must be documented.

Hydraulic fluid at high pressure can penetrate the skin, never use any part of your body to check for leaks. If oil penetrates the skin seek medical advice immediately. Always use a piece of cardboard or similar to check for suspected leaks.

Hydraulic pressure can be stored and is a hazard. Before disconnection or connection of hydraulic hoses complete the following steps -

1. Stop engine
2. Keep all bystanders clear of the work area
3. Refer to operators manual as to methods to release pressure
4. Wait 5 minutes



Hazards: Entanglement

Relevant References: AS2153.1-1997, AS2958.2-1998, AS4024.1-1996

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Engine Guards

The engine fan and alternator belts, pulleys and gears are guarded. These guards must be present and fully functional and serviceable at all times whilst this item of plant is in operation.



Hazards:

Relevant References:

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Forklift Tyne Movement Lock

The fork tynes are fitted with a lateral movement locking device. This device must be employed and fully functional at all times whilst this item of plant is in use.



Hazards: Slipping

Relevant References: AS1470, AS1657-1992, AS2153.1, AS2153.3, AS2153.7, AS3868-1991, ISO31000-2009 Risk Management

Preliminary Risk Rating: MEDIUM 12

Risk Treatment Required: Operator Work Area Access/Egress

Safe access and egress to the cabin/work area(s) must be maintained at all times whilst this item of plant is in operation. It must be non slip, free from damage, located at a height so as to not cause undue body stresses and strains with three points of contact available to personnel at all times.

All personnel must -

1. Always face the item of plant during access and egress.
2. Always maintain three points of contact during access and egress.
3. Never carry an object(s) in his/her hand(s) during access and egress.
4. Never jump off machine.



Hazards: Incorrect Operation, Slipping

Relevant References: AS1470, AS2153.3, AS2153.6, AS2153.7, AS2956, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 17

Risk Treatment Required: Control Levers/Pedals/Buttons

The control levers and foot controls must be kept non-slip and free from damage at all times.

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Design Compliance



Hazards: Burns, Electric Shock

Relevant References: AS1470, AS4024, ISO31000-2009 Risk Management

Preliminary Risk Rating: MEDIUM 12

Risk Treatment Required: Battery Cover

All batteries fitted to this item of plant are constrained to prevent displacement & fitted with a permanent sturdy cover which allows for ventilation. The constraint and cover must be present and fully functional and serviceable at all times whilst this item of plant is in operation.



Hazards: Strains

Relevant References: AS1064, AS1246, AS1470, AS2153.3, AS2956, HB59

Preliminary Risk Rating: HIGH 19

Risk Treatment Required: Controls Ergonomics

All controls including all levers, buttons, pedals, switches etc, are placed near the operator work position and are easy to reach and operate during the execution of the operator's normal duties. This applies for all persons within the 95th percentile of the normal population distribution.



Hazards: Collision, Poor Visibility

Relevant References: AS1470, AS2153, AS4024, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Machine Lights

This item of plant is fitted with self contained lighting. All of these lights must be fully functional and serviceable whilst this item of plant is in operation in areas of reduced light. If any of these lights stop working the operation must cease immediately and the faulty light be repaired before operation can continue in the areas of reduced light.



Hazards: Burns

Relevant References: AS1019, AS1470, AS2153, AS4024, ISO31000-2009 Risk Management

Preliminary Risk Rating: MEDIUM 9

Risk Treatment Required: Exhaust

The engine exhaust on this item of plant is fitted with a guard to prevent injury to any person and control the risk of initiating a fire. It must be present and fully functional and serviceable at all times whilst this item of plant is in operation.



Hazards: Crushing

Relevant References: AS2359

Preliminary Risk Rating: MEDIUM 12

Risk Treatment Required: Load Back Rest

The the load back rest fitted to this item of plant meets the following criteria -

- sizes of openings in the guard shall not exceed 150 mm in one of the two dimensions, width or length
- is free from structural damage including deformation

Ensure that these criteria are met at all times during operation.



Hazards: Crushing

Relevant References: AS1470, AS2359, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 21

Risk Treatment Required: Overhead Guard

An overhead protective guard (OHG) to AS 2359.9 or approved equivalent (ISO 6055) is fitted to this item of plant. This structure must be present and free from damage at all times. It must carry a label that states that this structure is compliant to AS 2359.9 or approved equivalent (ISO 6055) and must not be modified in any way (including cutting, drilling or welding) unless by a qualified and competent person.



Hazards: Incorrect Operation, Slipping

Relevant References: AS1470, AS2153.1, AS2153.6, AS2153.7, ISO31000-2009 Risk Management

Preliminary Risk Rating: MEDIUM 9

Risk Treatment Required: Operator Floor

All work area floors are non-slip and free from damage & debris.

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Assessor Matt Ireland
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Design Compliance

Floor area must be remain non-slip and free from damage & debris, including rubbish, tools and other items, at all times whilst this item of plant is in use.



Hazards: Collision, Crushing

Relevant References: AS1470, AS2153, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Neutral Start

This item of plant has neutral start control in place. It must be fully functional and serviceable at all times whilst this item of plant is in operation.



Hazards: Operational Malfunction

Relevant References: AS1470, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Plant Modification

The plant is in original condition.



Hazards: Strains

Relevant References: AS1470, AS2153.1, AS2153.2, AS2153.6, AS2153.7, AS2953, ISO31000-2009 Risk Management, ISO3691-1980

Preliminary Risk Rating: MEDIUM 9

Risk Treatment Required: Operator Seat

The operator seat fitted to this item of plant must remain free from damage and tears, and be permanently and securely fitted at all times.

Maintenance



Hazards: Crushing

Relevant References: AS1470, AS1636, AS2294, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: ROPS Damage

The Roll Over Protective Structure (ROPS) fitted to this item of plant must remain free from damage at all times whilst this item of plant is in operation.



Hazards: Burns, Striking

Relevant References: AS2550, AS2671-2002, ISO31000-2009 Risk Management, ISO4413-1998

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Hydraulic Damage

The hydraulic hoses to this item of plant are free from damage and protected against damage arising from contact with the plant structure. Ensure that hoses are free from damage and that protection is in place at all times whilst this item of plant is in operation. Inspection of the hydraulic hoses and protection system should be conducted regularly and documented as part of your plant safety programme.



Hazards: Collision, Instability

Relevant References: AS1470, ISO31000-2009 Risk Management

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Tyres

The tyres and wheel components must be inspected as part of a "pre start" checklist. These inspections must be documented as part of your plant safety programme.



Hazards: Current or previous structural damage

Relevant References: AS1470, ISO31000-2009 Risk Management

Preliminary Risk Rating: CRITICAL 25

Risk Treatment Required: Structural Integrity

Regular checks for structural damage must be undertaken. Look for cracks in frames/chassis (current or repaired), bends or damage to structural components, etc.

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Maintenance



Hazards: Crushing

Relevant References: AS2359

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Lift Chains

The lift chains fitted to this item of plant are fully functional and free from excessive wear and structural damage. Ensure that these criteria are met at all times whilst this item of plant is in operation.



Hazards: Collision, Crushing

Relevant References: AS1470, AS2958, ISO31000-2009 Risk Management

Preliminary Risk Rating: CRITICAL 25

Risk Treatment Required: Brakes

The brakes fitted to this item of plant must be fully functional at all times whilst this item of plant is in operation. The brakes must be regularly inspected and tested. These inspections and tests must be documented as part of your plant safety programme.



Hazards: Operational Malfunction

Relevant References:

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Major Fluid Leaks

This item of plant must remain free from major and minor leaks at all times whilst in operation (this includes engine, transmission, cooling system, air, fuel, drive line, wheel hubs, steering and hydraulics). Development of a major leak will require this item of plant to be stood-down until repaired. Minor leaks detected must be repaired within 1-14 days.



Hazards: Crushing

Relevant References: AS2359

Preliminary Risk Rating: HIGH 22

Risk Treatment Required: Lift Tynes

The fork tynes fitted to this item of plant are free from structural damage including deformation. If at anytime the fork tynes do become damaged including deformation then operation must cease and a competent person carry out the necessary repairs prior to operating item of plant again.

SECTION 4 NOTES

<END OF RISK MANAGEMENT REPORT>



RISK MANAGEMENT REPORT

Report Number MANAU20130211-1221
Assessment Date 11 February 2013
Assessor Matt Ireland
Assessor Matt Ireland
Company Manheim Australia
Make Toyota
Model 42-7FG25
Type Lift Truck - self propelled
Serial Number 31722
Lot Number 4736950
Assessment Purpose Sale
State QLD

PURCHASER ACKNOWLEDGEMENT

I the undersigned acknowledge that I have read and understand the risk management report described above.
I also acknowledge that I have received a copy of this risk management report.
I also acknowledge that I am authorised to sign on behalf of the purchaser.

Company Name _____

First Name _____

Surname _____

Address _____

Suburb / Town _____

State _____

Postcode _____

Phone _____

Fax _____

Mobile _____

Email Address _____

Signature _____

Date _____

* Please tick where appropriate

Can Online Safety Systems contact the purchaser with important OH&S information ? * Yes ☐ No ☐

The manufacturers' operational & maintenance handbooks have been supplied ? * Yes ☐ No ☐ Initial _____

Please transfer this assessment to my Plant Assessor membership as a Hire / Plant in Use assessment. (circle either)

My Plant Assessor username is _____

