

Appendix A – to form Part of the Instruction Manual

Risk Control Measures & Risk Assessment for Identified Hazards



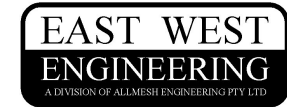
Equipment Type & Description: Type WP Work Platform Sheet: 1 of 10

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
1. Industrial Truck Operational Safety Pre-Checks.	a) Unsafe use of Industrial Truck – resulting in Platform/Occupants/Items shifting, falling and striking Pedestrians and/or objects.	<ul style="list-style-type: none"> • Serious Risk to Occupants. • Serious Risk to Operator. • Serious Risk to Pedestrians. 	<ul style="list-style-type: none"> - Pre-operational inspections (in accordance with AS 2359.2), to be carried out before each shift – Industrial Truck taken out of service if any risks or malfunctions are found. These MUST be reported & recorded for assessment by a competent person. - Inspections, maintenance and repairs to be carried out in accordance with the relative Industrial Truck Operating Manuals and AS 2359.2. - The Industrial Truck & attachments supporting the Platform to comply with AS 2359.1. - Minimum Industrial Truck capacities – 1825kg for Counterbalance Trucks, 1095kg for Reach Trucks. - (continued on sheet 2 of 10) 	

Assessment carried out by: Allan WALKER, East West Engineering Date of Assessment: 14th February 2011

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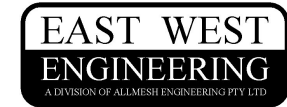
Equipment Type & Description: Type WP Work Platform Sheet: 2 of 10

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
1. Industrial Truck Operational Safety Pre-Checks (continued).	a) Unsafe use of Industrial Truck – resulting in Platform/Occupants/Items shifting, falling and striking Pedestrians and/or objects (continued).	<ul style="list-style-type: none"> • Serious Risk to Occupants. • Serious Risk to Operator. • Serious Risk to Pedestrians. 	<ul style="list-style-type: none"> - The operational areas to be assessed for hazards prior to and during work shifts. - The Industrial Truck to be used on a hard level surface. - The Industrial Truck to be left in a safe condition after each shift. - The Operator to be provided with all necessary information to ensure risks are eliminated or controlled - If more than 25 persons employed at workplace/site, a Certified First Aider to be at Workplace or on Site when the Industrial Truck is being used. 	

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Equipment Type & Description: Type WP Work Platform Sheet: 3 of 10

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
2. Platform Operational Safety Pre-Checks.	a) Platform/Occupants/ Items shifting, falling and striking Pedestrians and/or objects.	<ul style="list-style-type: none"> • Serious Risk to Occupants. • Serious Risk to Pedestrians. • Moderate Risk to Operator. 	<ul style="list-style-type: none"> - Inspections, maintenance and repairs to be carried out in accordance with Instruction Manual – ensure NO unauthorised alterations have been made to the Platform. - All Pre-Checks listed in the Instruction Manual are to be carried out before each shift. - The Platform is to be fitted securely to the lifting apparatus according to the Instruction Manual with both locking pins engaged through the slippers. - All instructions for the use of the Platform as laid out in the Instruction Manual are to be followed. - The use of the Platform is limited to those situations for which it is specifically designed and in accordance with AS 2359.1, these Instructions and as approved by State Statutory Authorities where applicable. 	

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Equipment Type & Description: Type WP Work Platform Sheet: 4 of 10

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Lifting & lowering Platform with Occupants/Load.	a) Unsafe/Incompetent Operator.	<ul style="list-style-type: none"> • Serious Risk to Occupants. • Serious Risk to Operator. • Serious Risk to Pedestrians. 	<ul style="list-style-type: none"> - Only Certified & fully Trained Operators are to use equipment. - The Industrial Truck to be operated in accordance with AS 2359.2 section (3) and these Instructions. 	
	b) Occupants and/or Items Falling from Height.	<ul style="list-style-type: none"> • Serious Risk to Occupants. • Serious Risk to Pedestrians. • Moderate Risk to Operator. 	<ul style="list-style-type: none"> - The Platform is to be fitted securely to the lifting apparatus. - Both locking pins MUST be engaged through slippers. - Barriers/warning Signs in areas subject to passing traffic to be installed. - Any stabilisers to be engaged prior to lifting. - The Industrial Truck mast, if adjustable, to be set at vertical (NOT back tilted) – Fork Arms set to horizontal. - Travel controls to be in neutral with park brake engaged. - (continued on Sheet 5 of 10) 	

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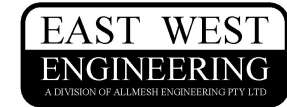
Equipment Type & Description: Type WP Work Platform Sheet: 5 of 10

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Lifting & lowering Platform with Occupants/Load (continued).	b) Occupants and/or Items Falling from Height (continued).	<ul style="list-style-type: none"> • Serious Risk to Occupants. • Serious Risk to Pedestrians. • Moderate Risk to Operator. 	<ul style="list-style-type: none"> - All controls other than Tilt, Lifting and Lowering to be immobilised. - All Occupants to check the Platform is securely attached. - The Operator to lift Platform to required height to confirm all systems are functioning correctly before elevating Personnel/Items. - The Platform to be lifted & lowered in a smooth manner. - The Platform/load to be raised no higher than necessary. - Occupants MUST stand on floor of Platform whilst being elevated. - The Operator to minimise movement of Industrial Truck whilst Personnel are supported. - Ladders/other means NOT to be used to gain extra height. 	

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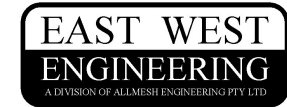
Equipment Type & Description: Type WP Work Platform Sheet: 6 of 10

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Lifting & lowering Platform with Occupants/Load. (continued)	c) Platform with load too heavy and/or unbalanced – Industrial Truck overturning.	<ul style="list-style-type: none"> • Serious Risk to Occupants. • Serious Risk to Pedestrians. • Serious Risk to Operator. 	<ul style="list-style-type: none"> - All Risk Control Measures outlined in 2(a) & 3(b) above are to be in place. - The Operator to be aware of the weight of Platform & load. - Operator to gain assurance from a responsible person that the Industrial Truck & attachments supporting the Platform comply with AS 2359.1. - The rating capacity of the Industrial Truck to handle the Platform & load is NOT to be exceeded – refer capacities stated in 1(a) above. - The Industrial Truck to be used only on a hard level surface, the area assessed before usage. 	

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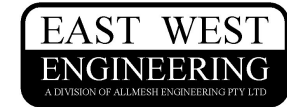
Equipment Type & Description: Type WP Work Platform Sheet: 7 of 10

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
3. Lifting & lowering Platform with Occupants/Load. (continued)	d) Industrial Truck and/or Platform striking Pedestrians.	<ul style="list-style-type: none"> • Serious Risk to Pedestrians. • Moderate Risk to Occupants. 	<ul style="list-style-type: none"> - All Risk Control Measures outlined in 3(b) & 3(c) above are to be in place. - A suitable clear space between barriers to be left to safely use the Platform. 	
	e) Industrial Truck Mast striking overhead fittings.	<ul style="list-style-type: none"> • Serious Risk to Occupants. • Serious Risk to Pedestrians. • Serious Risk to Operator. 	<ul style="list-style-type: none"> - Work areas to be assessed to ensure NO overhead fittings can be contacted by mast, Platform or load. - Industrial Truck to keep clear of any overhead obstructions especially ELECTRICAL conductors. 	

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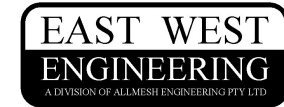
Equipment Type & Description: Type WP Work Platform Sheet: 8 of 10

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Transporting Platform about the Workplace or Site (Occupants and/or Items NOT permitted on Platform whilst being transported).	a) Platform Shifting and/or Falling.	<ul style="list-style-type: none"> • Serious Risk to Pedestrians. • Moderate Risk to Operator. 	<ul style="list-style-type: none"> - All Risk Control Measures outlined in 3(b) and 3(c) above are to be in place. - The Platform is to be transported as low as practicable without being dragged along the ground. 	
	b) Industrial Truck /Platform striking Pedestrians.	<ul style="list-style-type: none"> • Serious Risk to Pedestrians. 	<ul style="list-style-type: none"> - All Risk Control Measures outlined in 3(d) above are to be in place. - A system is to be developed for handling the Loads about the Workplace/Site. - Convex mirrors are to be placed at Aisle corners in areas used by Industrial Trucks. - All safety equipment on the Industrial Truck MUST be functioning before use, (ie Reversing Beepers) - Manoeuvre slowly & cautiously with Platform elevated at a minimum height. 	

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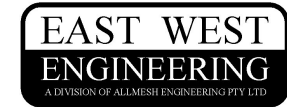
Equipment Type & Description: Type WP Work Platform Sheet: 9 of 10

Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
4. Transporting Platform about the Workplace or Site (Occupants and/or Items NOT permitted on Platform whilst being transported). (continued)	c) Operator exposed to fixed/moving components.	<ul style="list-style-type: none"> • Serious Risk to Operator. 	<ul style="list-style-type: none"> - The Operator is to stay with the Industrial Truck controls at all times whilst in operation. - The Operator is to keep hands/feet wholly within Industrial Truck cab whilst in operation. 	
	d) Industrial Truck and/or Platform striking obstacles.	<ul style="list-style-type: none"> • Serious Risk to Operator. 	<ul style="list-style-type: none"> - All Risk Control Measures outlined in 3(e), 4(b) and 4(c) above are to be in place. 	
	e) Industrial Truck and/or Platform falling from raised areas.	<ul style="list-style-type: none"> • Serious Risk to Operator. • Serious Risk to Pedestrians. 	<ul style="list-style-type: none"> - All Risk Control Measures outlined in 3(e), 4(b) and 4(c) above are to be in place. - All safety railings are to be placed in raised areas such as Ramps, Loading Docks etc. 	

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Operation	Hazards Identified	Risk Assessment	Risk Control Measures in Place	Risk Control In Place (Date)
5. Storage of Attachment.	a) Platform becoming damaged.	<ul style="list-style-type: none"> • Serious Risk to Pedestrians. • Moderate Risk to Operator. 	<ul style="list-style-type: none"> - Regular Maintenance, inspection and testing according to the Instruction Manual to be carried out. - Prior to storage, all dirt should be removed from the Platform and the platform dried at ambient temperature. - Platform to be stored in dry areas and away from any corrosive chemicals. 	
	b) Platform in the way of normal Workplace/Site Operations.	<ul style="list-style-type: none"> • Moderate Risk to Pedestrians. 	<ul style="list-style-type: none"> - Platform to be stored in areas which will not interfere with the normal running of the Workplace/Site. 	

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