



# RISK MANAGEMENT REPORT

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**Report Number:** GIGA20140404  
**Assessment Date:** 04/5/2014  
**Assessor:** David Ede  
**Company:** Giga Signs/LDC Equipment  
**Make:** Giga Signs/LDC Equipment  
**Model:** VMS 1C  
**Type:** Variable Message Sign - Trailer mounted  
**Identifier:** 02  
**Assessment Purpose:** Sale

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## TABLE OF CONTENTS

### **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.

### **Section 3 - Risk Analysis, Risk Evaluation & Risk Treatment**

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 - Images & Documents**

Contains images & any relevant information entered by the assessor.



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## SECTION 1 - IMPORTANT INFORMATION

This Risk Management Report has been prepared for:

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(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 (e.g. 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 has 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 the operators and maintenance personnel are appropriately trained in the use & maintenance of this item of plant.

For further information regarding this report contact Giga Signs Pty. Ltd. on 07 5631 4444

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## SECTION 2 - UNIT DETAILS

### STANDARD SPECIFICATIONS

#### Dimensions/Weights

Maximum Height (mm) ..... 3800  
Travel height (mm) ..... 2600  
Length (mm) ..... 3630  
Width (mm) ..... 1710  
Weight (kg) ..... 640



## SECTION 3 – RISK ANALYSIS

RISK ANALYSIS						
Consequence						
Likelihood		1 INSIGNIFICANT In house First Aid	2 MINOR Treatment by Medical Professional Hospital Out Patient	3 MODERATE Significant Non permanent Injury Overnight Hospitalisation	4 MAJOR Extensive Permanent Injury (e.g. Loss of fingers) Extended Hospital Stay	5 CATASTROPHIC Death, Permanent Disability (e.g. Loss of hand, Quadriplegia)
	A VERY LIKELY Almost certain to occur in many circumstances	Medium 8	High 16	High 18	Critical 23	Critical 25
	B LIKELY Likely to occur Frequently	Medium 7	Medium 10	High 17	High 20	Critical 24
	C POSSIBLE Likely to occur at sometime	Low 3	Medium 9	Medium 12	High 19	High 22
	D UNLIKELY Doubtful to occur but could happen	Low 2	Low 5	Medium 11	Medium 14	High 21
	E VERY UNLIKELY May occur but only in very rare circumstances	Low 1	Low 4	Low 6	Medium 13	Medium 15

RISK EVALUATION	
Critical	Act immediately to mitigate the risk. Implement risk treatment measure/s in accordance with the Risk Treatment table below
High	Act immediately to mitigate the risk. Implement risk treatment measure/s in accordance with the Risk Treatment table below. If appropriate permanent risk treatments are not immediately possible, establish interim risk treatment strategies. Permanent risk treatment to be implemented within one week.
Medium	Take reasonable steps to mitigate and monitor the risk. Implement risk treatment measure/s in accordance with the Risk Treatment table below. Permanent risk treatment to be implemented within one month.
Low	Take reasonable steps to mitigate and monitor the risk. Implement risk treatment measure/s in accordance with the Risk Treatment table below. Permanent risk treatment to be implemented within three months.

RISK TREATMENT	
Selecting the most appropriate risk treatment option involves balancing the cost and efforts of implementing, against the benefits derived, with regard to legal, regulatory and other requirements. (Source AS/NZS ISO 31000:2009)	
ELIMINATE	Eliminate the risk source
SUBSTITUTE	Provide a safer alternative that is capable of performing the same task
ENGINEERING	Provide or construct a physical barrier or guard
ADMINISTRATIVE	Develop procedures, practices and policies in consultation with individuals to mitigate the risk. Provide Training, adequate supervision and instruction about the risk source
PERSONAL PROTECTIVE	Provide personal protective equipment to protect the individual from the source of the risk



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## SECTION 4 - RISK TREATMENTS REQUIRED PART 1

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.

### Operation

**Hazard(s):** Incorrect Operation

**Preliminary Risk Rating:** CRITICAL 24

**Residual Risk Rating:** LOW 2

**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.

**Time Frame:** Immediate

**Due Date:** \_\_\_\_\_ **Date Rectified:** \_\_\_\_\_ **Initial:** \_\_\_\_\_

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

**Legislation:** State Health & Safety Legislation & Regulation

**Hazard(s):** Fire

**Preliminary Risk Rating:** MEDIUM 13

**Residual Risk Rating:** LOW 4

**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

**Time Frame:** 1 Month

**Due Date:** \_\_\_\_\_ **Date Rectified:** \_\_\_\_\_ **Initial:** \_\_\_\_\_

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

**Legislation:** State Health & Safety Legislation & Regulation



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## Design Compliance

**Risk Management Hazard(s):** Cutting, Entanglement

**Preliminary Risk Rating:** HIGH 22

**Residual Risk Rating:** MEDIUM 15

**Risk Treatment Required:** Manufacturer's Guards

Ensure that all the manufacturer's guards are present, securely fixed and free from damage prior to operating this item of plant. Once installed these guards must be maintained in position, in a serviceable condition at all times whilst this item of plant is in operation.

**Time Frame:** 1 Week

**Due Date:** \_\_\_\_\_ **Date Rectified:** \_\_\_\_\_ **Initial:** \_\_\_\_\_

**Relevant References:** AS1470, AS4024, ISO31000-2009

**Legislation:** State Health & Safety Legislation & Regulation

**Hazard(s):** Incorrect Operation, Slipping

**Preliminary Risk Rating:** HIGH 17

**Residual Risk Rating:** LOW 6

**Risk Treatment Required:** Control Levers/Pedals/Buttons

Clean and, where necessary, replace all deteriorated control levers and foot controls so that they are non-slip and free from damage prior to operating this item of plant. These conditions must be maintained to this level at all times whilst operating this item of plant.

**Legislation:** State Health & Safety Legislation & Regulation

**Time Frame:** 1 Week

**Due Date:** \_\_\_\_\_ **Date Rectified:** \_\_\_\_\_ **Initial:** \_\_\_\_\_

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



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## SECTION 4 - RISK TREATMENTS IN PLACE PART 2

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.

### Commissioning / Installation

**Hazard(s):** Incorrect Operation

**Preliminary Risk Rating:** HIGH 22

**Residual Risk Rating:** MEDIUM 15

**Risk Treatment:** Pre-start checklist

The operational "pre start" checklist must be completed before the start of each operation. If any faults are detected, these must be rectified prior to commencement of operation. These inspections must be documented as part of your plant safety management programme.

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

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### Operation

**Hazard(s):** Incorrect Operation

**Preliminary Risk Rating:** HIGH 22

**Residual Risk Rating:** MEDIUM 15

**Risk Treatment:** Operation Handbook

The manufacturer's operation handbook has been supplied for this item of plant.

This handbook must be available at all times to all potential operators and supervisory staff. All potential operators must read and be familiar with this handbook prior to operating.

A complete risk assessment/Job Safety Analysis must be undertaken covering all operating processes and environments associated with this item of plant. SWMS should be produced for specific tasks associated with use of this item of plant.

**Relevant References:** AS1470, AS2153, ISO31000-2009 Risk Management Hazard(s):

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**Hazard(s):** Incorrect Operation

**Preliminary Risk Rating:** HIGH 22

**Residual Risk Rating:** MEDIUM 15

**Risk Treatment:** SOPs

Safe Operation Procedures are available for this item of plant. The information in the Safe Operation Procedures must be followed at all times whilst operating this item of plant.

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

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**Hazard(s):** Incorrect Operation

**Preliminary Risk Rating:** HIGH 22

**Residual Risk Rating:** MEDIUM 15

**Risk Treatment:** Control Labels

All controls including all levers, buttons, pedals, switches etc. are clearly labelled as to their purpose and method of operation. These labels must be maintained in a clean and serviceable condition at all times.

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

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**Hazard(s):** Incorrect Operation

**Preliminary Risk Rating:** HIGH 21

**Residual Risk Rating:** MEDIUM 15:

**Risk Treatment:** Tow Point

This item of plant has clear towing instructions. These must be adhered to at all times when towing this item of plant. This instruction label must be serviceable at all times whilst this item of plant is in operation.

**Relevant References:** AS1470, AS2153.1, AS2153.3, AS4024.1, ISO31000-2009 Risk Management

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**Hazard(s):** Electrocutation

**Preliminary Risk Rating:** HIGH 22

**Residual Risk Rating:** MEDIUM 15

**Risk Treatment:** Electrical Approach Distances

This item of plant has a hazard warning label re: overhead electrical hazards and minimum approach distances fitted. These distances must be adhered to strictly. 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 encroachment 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 and
3. Safe systems of work have been documented and approved.

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

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## Design Compliance

**Hazard(s):** Collision, Crushing

**Preliminary Risk Rating:** HIGH 22

**Residual Risk Rating:** MEDIUM 15 HIGH

**Risk Treatment:** Safety Chain

This item of plant is fitted with a safety device (chain) which will keep this item of plant attached to the towing unit in the event of failure to the primary tow coupling. Use of this device is mandatory on public roads and use at all other times is highly recommended.

The size and capacity of all components of this device must be proportional to the mass of this item of plant and conditions under which this item of plant is towed.

The condition of this device must be monitored as part of your operational "pre start" checklist. If any faults are detected towing of this item of plant must not occur until repair or replacement by a competent person occurs.

**Relevant References:** ISO31000-2009 Risk Management

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**Hazard(s):** Incorrect Operation

**Preliminary Risk Rating:** HIGH 20

**Residual Risk Rating:** MEDIUM 14

**Risk Treatment:** Intuitive Controls

The controls fitted to this item of plant are 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. This design feature must be maintained at all times whilst this item of plant is in operation.

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

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**Hazard(s):** Incorrect Operation

**Preliminary Risk Rating:** MEDIUM 14

**Residual Risk Rating:** MEDIUM 13

**Risk Treatment:** Restricted Access Switches

This item of plant is fitted with a device to restrict operators. A code/key must only be given to those that have appropriate experience or training.

**Relevant References:** AS3000-2007, AS3947.3-2001

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**Hazard(s):** Burns, Electric Shock

**Preliminary Risk Rating:** MEDIUM 12 Preliminary

**Residual Risk Rating:** LOW 6

**Treatment:** 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.

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

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**Hazard(s):** Strains

**Preliminary Risk Rating:** HIGH 19

**Residual Risk Rating:** LOW 5

**Risk Treatment:** 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.

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

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**Hazard(s):** Incorrect Operation, Slipping

**Preliminary Risk Rating:** MEDIUM 9

**Residual Risk Rating:** LOW 4

**Risk Treatment:** Operator Floor

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

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.

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

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**Hazard(s):** Operational Malfunction

**Preliminary Risk Rating:** HIGH 22

**Residual Risk Rating:** LOW 2

**Risk Treatment:** Plant Modification

The plant is in original condition

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

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## Maintenance

**Hazard(s):** Incorrect Operation

**Preliminary Risk Rating:** HIGH 22

**Residual Risk Rating:** MEDIUM 15

**Risk Treatment:** Maintenance Manual

The manufacturer's maintenance manual(s) has been supplied for this item of plant.

These manual(s) must be available at all times to all users and maintenance staff of this item of plant.

All users and maintenance staff must read and be familiar with these handbook(s) prior to maintaining or repairing this item of plant.

A complete risk assessment/JSEA must be undertaken covering all inspection, maintenance, servicing and transportation requirements of this piece of plant prior to use.

A full assessment of the competence of people using the book(s) must also be undertaken

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

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**Hazard(s):** Operational Malfunction

**Preliminary Risk Rating:** HIGH 21

**Residual Risk Rating:** MEDIUM 15

**Risk Treatment:** Service Records

Service and maintenance records are available for this item of plant.

These records must continue to be maintained and stored in a secure area as part of your plant safety management programme. This programme includes the undertaking of regular inspections concerning 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 and attended to within a risk management framework.

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

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**Hazard(s):** Collision, Instability

**Residual Risk Rating:** HIGH 22

**Preliminary Risk Rating:** MEDIUM 15

**Risk Treatment:** 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.

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

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**Hazard(s):** Current or previous structural damage

**Preliminary Risk Rating:** CRITICAL 25

**Residual Risk Rating:** MEDIUM 15

**Risk Treatment:** 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.

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

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## SECTION 5 - IMAGES AND DOCUMENTS

NOTES:

IMAGES:

There are no images

<END OF RISK ASSESSMENT REPORT>



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 Date: 04/05/14

## RISK MANAGEMENT REPORT

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Report Number: GIGA20130416  
 Assessment Date: 16/4/2013  
 Assessor: David Ede  
 Company: Giga Signs/LDC EQUIPMENT  
 Make: Giga Signs/LDC EQUIPMENT  
 Model: VMS 1C  
 Type: Variable Message Sign - Trailer mounted  
 Identifier: 01  
 Lot Number:  
 Assessment Purpose: Sale

## PURCHASER ACKNOWLEDGEMENT

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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: \_\_\_\_\_

The manufacturers' operational & maintenance handbooks have been supplied:

(Please tick one) Yes  No  \_\_\_\_\_ (Initial)