



PLATINUM CONCRETE

PLANT OPERATION AND
MAINTENANCE PROCEDURES
JANUARY 2022

The first step in the hazard management process is to identify hazards – anything that could injure or harm someone. Do a workplace inspection to identify all machinery used. The following hazard checklist is an example of a way in which to identify possible machinery hazards in your workplace.

SAFE USE OF MACHINERY CHECKLIST

Guarding requirements

Do guards stop workers touching dangerous moving parts?	Yes/No
Are guards firmly secured and not easily removable?	Yes/No
Do guards stop objects falling into the moving parts or from exploding out of the machine?	Yes/No
Do guards allow safe, comfortable and easy use of the machine?	Yes/No
Can the machine be maintained without removing the guard?	Yes/No
Can the existing guards be improved?	Yes/No
Are there safe procedures in place and a way to shut down the machine if something out of the ordinary happens, like a blockage?	Yes/No

Mechanical hazards: point of operation

Is a guard on the machine at every point of operation where there is a hazard?	Yes/No
Does the guard keep the operator's hands, fingers and body out of the danger area?	Yes/No
Have the guards been tampered with or removed?	Yes/No

Is there a more practical or better guard?	Yes/No
How can point of operation hazards be removed?	Yes/No
Are the tools used for placing and removing material the right length, type and size to keep an operator's hands out of the machine?	Yes/No
Operator controls	
Are start and stop controls in easy reach of the operator?	Yes/No
If there is more than one operator station, are separate controls placed where operators can see the entire operation?	Yes/No
Are controls, including foot controls, guarded against being turned on accidentally?	Yes/No
Are controls labelled clearly with their function?	Yes/No
Are controls similar in type and arrangement to other similar machines in the plant?	Yes/No
Are emergency stop controls easily reached and clearly identified?	Yes/No
Is the machine wired so it must be manually re-started if power is cut and then put on again?	Yes/No
Mechanical hazards: Power transmission	
Are gears, sprockets, pulleys or flywheels guarded?	Yes/No
Are there any exposed belts or chain drives?	Yes/No
Are there any exposed sets, key ways, collars, etc?	Yes/No
Are all hazardous moving parts guarded, including auxiliary parts?	Yes/No
Are start and stop controls in easy reach of the operator?	Yes/No
If there is more than one operator, are there separate controls?	Yes/No

Other hazards

Are other hazards like noise, fumes and vibrations identified and managed?	Yes/No
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Have special guards, enclosures, or personal protective equipment been provided to protect workers from exposure to hazardous substances?	Yes/No
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Have hazards associated with layout, repetitive movements and workload been identified and managed?	Yes/No
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Electrical hazards

Is the machine regularly tagged and tested? If so, how often?	Yes/No
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Are there loose conduit fittings?	Yes/No
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Is the power supply correctly fused and protected?	Yes/No
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Do workers occasionally get minor shocks while using any of the machines?	Yes/No
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Training and supervision

Are operators and skilled workers trained and competent to use the guards?	Yes/No
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Are production workers trained in: > where the guards are > how they give protection > what hazards they protect against?	Yes/No
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Are operators supervised by competent staff?	Yes/No
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Have workers been trained in what to do if they notice guards that are damaged, missing or inadequate?	Yes/No
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Protective equipment and clothing

Is protective equipment and clothing needed? Yes/No

Is it right for the job, in good condition, kept clean and stored when not in use? Yes/No

Is the operator dressed safely for the job (no loose-fitting clothing or jewellery)? Yes/No

Machinery maintenance, repair and cleaning

Do technicians, engineers or operators have up-to-date instructions on the machines they service or clean? Yes/No

Do staff or contractors lock-out machines from all energy sources before starting repairs or cleaning? Yes/No

Is the maintenance equipment properly guarded? Yes/No

Where several maintenance staff are working on the same machine, are multiple lock-out devices used? Yes/No

Is the machinery properly maintained and kept clean? Yes/No

Machinery set-up

Is all machinery securely placed and anchored to prevent tipping or other movement? Yes/No

Is the machine laid out so it does not create hazards to operators or others in the workplace? Yes/No

For more information on identifying machinery hazards see Section 3 of the Safe Use of Machinery BPG.



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PLATINUM CONCRETE LIMITED REVIEW AND REISSUE POLICIES AND OFFICIAL DOCUMENTATION ANNUALLY.