## C:\Users\kmcul0\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Portable_Plant_Fixed_PERA.JPG

**CONCRETE MIXER**

## Scope

This document is to be completed for staff and student use of machinery, plant and equipment as a part of a school curriculum activity or program.

Refer to the [ITD Guidelines](http://education.qld.gov.au/health/pdfs/healthsafety/itd-staff-guidelines.pdf) for further staff advice on the risk management process for practical ITD curriculum activities in schools.

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| --- | --- |
| Plant/Equipment Description: | |
| Teachers/Leaders: | |
| Room Locations: | |
| Assessment Date: | Review Date: |

*N.B. This assessment can remain active for up to 5 years. However, an annual monitoring and review process should be undertaken and recorded – refer to the last page of this document.*

*Below are the details of the manufacturing or production processes attributed to this item of equipment categorised by their assessed inherent risk levels (refer to the Equipment/Process Risk Matrix). The actions required for approval for each level of inherent risk are mandatory.*

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| **Inherent Risk Level** | | **Details of Processes** | **Action Required/Approval** |
| 🗹 | **Low** | * When it can be confirmed that the mixer has been tested and tagged accordingly for electrical safety. * When the mixer motor is kept away from rain and lying water (water on the floor or ground). * When the mixer is positioned on level ground, and free of all obstructions. * When the operator recognises that cement powder mixtures can be harmful to eyes, lungs and skin. | * Manage through regular planning processes |
| 🗹 | **Medium** | * When the area the mixer is being used in is NOT completely level, firm, and free from obstructions. * When operating a large capacity mixed, typically > 2.2 ft **3** (0.07 m **3**). | * Document controls in planning documents and/or complete this *Plant Risk Assessment*. * Consider obtaining parental permission. |

Minimum standards

| Minimum qualifications and experience *Listed below are the general “minimum” recommendations for the management of this Plant/Equipment.*  🗹 *Indicate the minimum management controls.* |
| --- |
| Registered teachers with experience, ability and competency in the safe use of this plant/equipment  *(indicate one or more of the following):*  Specific knowledge of the safe and correct use of this plant/equipment  Experience (i.e. previous involvement and familiarity) in the safe use of this plant/equipment  Demonstrated expertise, ability and competency with this plant/equipment  Documented qualifications relating to the use of this plant/equipment (e.g. in a staff profile)  **OR**  An adult staff member or leader, other than a registered teacher, with:  Expertise in the safe and correct use of this plant/equipment  Documented qualifications that demonstrate experience, ability and competency in the safe use of this plant/equipment. |
| Will any ITD staff require initial and/or ongoing training for the safe use of this plant/equipment?  If yes, give details: |
| Will students be operating this plant/equipment?  If yes, state how student use of this plant/equipment will be managed (e.g. Workshop Safety Induction)  Give details: |
| Further information if required: |
|  |
| Minimum control requirements |
| Supporting documentation available in the school on this plant/equipment includes:  Operators Manual  Safe Operating Procedures (SOP)  Equipment Maintenance Records (EMR)  A process for recording student safety induction e.g. Student induction register  A process for recording staff training and experience, e.g. ITD Staff induction register |
| All guards are in place and in good working order for this plant/equipment |
| Safe Working Zones are defined for this plant/equipment (e.g. yellow lines and/or appropriate signage) |
| Suitable personal protective equipment (PPE) is available to be used by all operators |
| This plant/equipment complies with relevant safety standards |
| Further information if required: |

Hazards and control measures

*Listed below are indicative hazards/risks and suggested control measures. These are by no means exhaustive lists. Add details of any other hazards/risks or additional controls you intend to implement.*

🗹 *Indicate the control measures adopted. Detail their implementation and any additional controls required.*

| **Hazards/Risks** | **Hierarchy of Recommended**  **Control Measures** | **Yes** | **No** | **Details of how this will be implemented***(and any additional controls)* |
| --- | --- | --- | --- | --- |
| **Exposure to Rotating**  **or Moving Parts:**   * **Entanglement and**   **Entrapment**  Could hair, clothing, ties, jewellery or other materials become entangled with moving parts of plant or materials in motion?   * **Striking**   Could anyone be struck by moving objects such as the work piece being ejected, or by the unexpected or uncontrolled movement of the plant or work piece? | 1. Where possible, potentially hazardous portable machinery and equipment, including the concrete mixer, are substituted or replaced with less hazardous alternatives. |  |  |  |
| 1. All necessary guards and safety devices are in place protecting workers from all moving parts including the belts or pulleys. |  |  |  |
| 1. Staff and student training is provided to minimise exposure to these hazards and risks. |  |  |  |
| 1. Safe operating procedures (SOPs) are available and clearly displayed for all plant and machinery – both fixed and portable. |  |  |  |
| 1. “Safe Working Zones” are clearly defined in areas where the concrete mixer is to be used. |  |  |  |
| 1. Operators are required to remove all jewellery, tuck in loose clothing and tie back long hair. |  |  |  |
| 1. All approved personal protective equipment (PPE) is used where required. |  |  |  |
| **Slips, Trips, Falls**  **and Abrasions:**  Can anyone using the plant or in the vicinity of the plant, slip, trip or fall due to the working environment or other factors?  e.g. Poor housekeeping, dust on floors, slippery or uneven work surfaces, power cables across work areas causing injuries and abrasions? | 1. Slips, trips, falls and abrasions are more likely when working on uneven ground outdoors. A level and even surface is to be established (where possible) when locating the mixer prior to use. Checks are made for unsafe, uneven stability. |  |  |  |
| 1. Procedures are in place for the disposal of all waste materials around the areas where the concrete mixer is to be used. |  |  |  |
| 1. Power leads and extension cables are used only with caution in and around practical work areas - (both indoors and outdoors). |  |  |  |
| **Environmental:**   * **Noise**   Is it likely that the normal operation of this plant will produce excessive noise levels?   * **Dust, Fumes and**   **Vapours**  Is it likely there will be airborne dust particles, toxic fumes or volatile vapours produced and therefore be present in the workspace?   * **Vibration**   Is the normal operation of this plant likely to create severe or excess vibration that could be transferable to the operator? | 1. All portable machinery and equipment is regularly maintained to help reduce high noise, vibration, temperature and dust levels. |  |  |  |
| 1. All portable machinery and equipment maintenance is documented in a register. |  |  |  |
| 1. Exposure to noisy ITD workshop environments is monitored and evaluated regularly for all workers. |  |  |  |
| 1. Engineering controls (or physical changes) such as mandatory machinery guarding or any protective safety screens and enclosures are in place in all workspaces and all in good working condition. |  |  |  |
| 1. Staff and student training is provided to minimise exposure to these hazards. |  |  |  |
| 1. Extreme weather conditions that may contribute to operator discomfort and workplace safety, particularly when working outdoors, are always considered with priority. |  |  |  |
| 1. All approved personal protective equipment (PPE) is used where required. |  |  |  |
| **Electrical:**  Can the operator be injured by electrical shock due to working near or contacting with damaged or poorly maintained live electrical conductors such as power outlets, extension leads, safety switches, starters and isolators or casual water on the floor near plant and machinery? | 1. Visual checks are made of all portable power tools, their electrical switches, plugs and power leads, etc. |  |  |  |
| 1. Electrical safety inspections, testing and tagging, etc. are completed regularly as per guidelines for all portable power tools. |  |  |  |
| 1. Portable power tools are only to be used where there is a RCD safety trip switch connected (a portable RCD is to be used when working outdoors). |  |  |  |
| 1. Warning “Danger” tags (or similar) are affixed to all portable power tools under repair or maintenance preventing workers from using them. |  |  |  |
| 1. **Electrical maintenance on all portable power tools is documented.** |  |  |  |
| **Exposure:**   * **Heat, Burns and Scalds**   Could the plant operator be exposed to any hot motors, exposed flame, flashback, molten metals or hot fluids likely to cause scalding or burning? Humid and hot work environments are often uncomfortable resulting in stress and low productivity   * **Hazardous**   **Substances**  Is it likely that the plant operator or others nearby in the workspace could be exposed to hazardous or toxic chemicals such as volatile vapours, fumes or airborne toxic wood dust particulates? | 1. Portable concrete mixers are maintained to help minimise the risk of exposures to these hazards. |  |  |  |
| 1. All portable machinery and equipment maintenance is documented. |  |  |  |
| 1. Any potentially hazardous waste material or toxic dust and powders resulting from this concrete mixing process are monitored. |  |  |  |
| 1. Staff and student training is provided to minimise exposure to these hazards. |  |  |  |
| 1. “Safe Working Zones” are clearly defined in all work areas where the concrete mixer is to be used. |  |  |  |
| 1. All approved personal protective equipment (PPE) is used where required. |  |  |  |
| **Ergonomics and**  **Manual Handling:**  Can the plant be safely operated, in a suitable location, providing clear and unobstructed access?  Poorly designed work stations often necessitate teachers and students performing manual tasks involving heavy lifting and lowering, pushing, pulling or carrying, etc. Such tasks then contribute to a range of musculoskeletal sprains and strains for workers. | 1. Where possible, practical work benches are planned and adjusted to a comfortable work height thus minimising any unsafe or excessively strenuous manual tasks. |  |  |  |
| 1. Sufficient workspace is provided in all practical classrooms to help ensure unobstructed, safe operation. |  |  |  |
| 1. Floors are regularly cleaned and free of excessive wood dust, waste materials and other extraneous objects. |  |  |  |
| 1. Staff training is provided with regard to manual handling techniques and procedures to minimise exposure to these hazards. |  |  |  |
| **Explosion and Fire:**  As a consequence of using this particular item of plant and equipment, could anyone be injured by the release of stored energy triggered by volatile, explosive substances such as stored gasses, vapours or liquids? | 1. Fire extinguishers of the correct type are readily available in all workspaces and positioned near exit doorways. |  |  |  |
| 1. Staff and student training is provided regarding procedures for the correct and appropriate use of fire safety equipment. |  |  |  |
| 1. Exits from buildings and other work areas are defined and access to them kept clear of obstructions. |  |  |  |
| 1. Safety signage is posted clearly denoting the location of all fire safety items and emergency exits. |  |  |  |

| **Other Hazards/Risks** | **Additional Control Measures** *These would relate to the specific student needs, locations and conditions in which you are conducting your activity.* |
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| **Approval** | | | |
| Submitted by: | | | Date: |
|  | Approved as submitted. | | |
|  | Approved with the following condition(s): | | |
|  | Not Approved for the following reason(s): | | |
| By: | | Designation: | |
| Signed: | | Date: | |

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| ITD staff members involved in the use of this risk assessment and the associated plant and equipment: | |
|  | *Signature:*  ……………………………….. *Date:*  *Signature:*  ……………………………….. *Date:*  *Signature:*  ……………………………….. *Date:*  *Signature:*  ……………………………….. *Date:*  *Signature:*  ……………………………….. *Date:*  *Signature:*  ……………………………….. *Date:*  *Signature:*  ……………………………….. *Date:*  *Signature:*  ……………………………….. *Date:* |

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| **Monitoring and Review** *This Plant and Equipment Risk Assessment is to be monitored and reviewed annually for a further four (4) years.* |

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| **Review 1:** | | **Yes** | **No** |
| * Are allocated risk levels and “Actions required” unchanged over the past 12 months? * Are Minimum Standards and Recommended Control Measures unchanged over 12 months? * ITD staffing details at this school have remained unchanged over the past 12 months? | |  |  |
| If the responses are “NO” for any question, record current details here, and list all staff changes *(with signatures)* | | | |
| Reviewed by: | Designation: | | |
| Signed: | Review Date : | | |

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| **Review 2:** | | **Yes** | **No** |
| * Are allocated risk levels and “Actions required” unchanged over the past 12 months? * Are Minimum Standards and Recommended Control Measures unchanged over 12 months? * ITD staffing details at this school have remained unchanged over the past 12 months? | |  |  |
| If the responses are “NO” for any question, record current details here, and list all staff changes *(with signatures)* | | | |
| Reviewed by: | Designation: | | |
| Signed: | Review Date : | | |

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| **Review 3:** | | **Yes** | **No** |
| * Are allocated risk levels and “Actions required” unchanged over the past 12 months? * Are Minimum Standards and Recommended Control Measures unchanged over 12 months? * ITD staffing details at this school have remained unchanged over the past 12 months? | |  |  |
| If the responses are “NO” for any question, record current details here, and list all staff changes *(with signatures)* | | | |
| Reviewed by: | Designation: | | |
| Signed: | Review Date : | | |

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| **Review 4:** | | **Yes** | **No** |
| * Are allocated risk levels and “Actions required” unchanged over the past 12 months? * Are Minimum Standards and Recommended Control Measures unchanged over 12 months? * ITD staffing details at this school have remained unchanged over the past 12 months? | |  |  |
| If the responses are “NO” for any question, record current details here, and list all staff changes *(with signatures)* | | | |
| Reviewed by: | Designation: | | |
| Signed: | Review Date : | | |