

RISK ASSESSMENT

Assessment Title:	General Tractor Operations	Reference Number:	OPRA008.01
		Company Name:	Oakbank Plant Hire Ltd
		Department / Location:	Oakbank Plant Hire Ltd

Risk Assessment Matrix

Risk Ratings Highlighted in 'Orange' are to be discussed– potential improvements. Risk Ratings Highlighted in 'Red' need immediate action.

<i>Risk = Likelihood x Consequence (Multiply 'X' axis by 'Y' axis)</i>		Consequence (Y)	Catastrophic (5)	5	10	15	20	25
1 – 4	Acceptable		Major (4)	4	8	12	16	20
5 – 9	Adequate		Moderate (3)	3	6	9	12	15
10 – 15	Tolerable		Minor (2)	2	4	6	8	10
16 – 25	Unacceptable		Insignificant (1)	1	2	3	4	5
			Remote (1)	Unlikely (2)	Possible (3)	Probable (4)	Certain (5)	
			Likelihood (X)					

Any queries arising from this risk assessment shall be addressed immediately with Line Management / Health & Safety Manager

Hazard(s)	Risks of Harm	Persons at Risk	Risk Rating(s)			Existing Control Measures	Residual Risk Rating(s)		
	<i>Related to hazard identified</i>	<i>Persons at risk from identified hazards</i>	X	Y	R	<i>Existing controls measures implemented when carrying out task or using associated plant / tooling</i>	X	Y	R
Incorrect Machinery Set Up / Operator Error	Accidents / incorrect or unintended function of the tractor or associated attachment	Tractor operator or any persons working in the vicinity	3	4	12	<ul style="list-style-type: none"> All employees and others involved must be trained & competent in the operations. Clear instructions must be given prior to the commencement of any operations. Adequate supervision to be maintained at all times. Perform 'Safe Stop' before making any machinery adjustments: <ul style="list-style-type: none"> Make sure the handbrake is fully applied All controls and equipment are left safe. Stop the engine Remove the key. Operator to adjust the seat position to ensure all controls can be operated comfortably. Adjust all mirrors to ensure all round good visibility, take into account any restrictions imposed when wearing the seat belt. Wear a seat belt when driving on slopes, on ditch sides and on public roads. Operator to walk the site and remove or mark any hazards. Operator to confirm that the prevailing conditions are suitable and safe to proceed. If conditions are unsuitable for operations to take place they must be reported immediately to the appropriate supervisor. 	2	3	6

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<p>Tractor Movements</p> <p>(Collisions with vehicles, pedestrians, structures or overturning)</p>	Collisions with persons, vehicles / plant or structures	All persons in the vicinity of tractor movements	4	4	16	<ul style="list-style-type: none"> • Access to tractor restricted to competent operators who fully understand the operating procedures of the vehicle and all the accessories. • Tractor operators not to operate when their abilities are impaired by ill health, poor vision, prescribed or illegal drugs, or alcohol. • Tractor operators to check for bystanders or anyone in the vicinity before starting the tractor. • Tractors to be operated at low speeds in work areas. • Drivers to be aware of the safe operating limitations of their vehicle, particularly relating to safe maximum load and gradients. • Horns, warning devices & flashing beacons utilised. • Safe Systems of work to be established and agreed with all personnel on site. • Communicate clearly and make sure instructions can be heard and understood. • Where deemed necessary in built up work areas horn to be sounded to warn staff of tractor movements. • Assistants to be fully briefed on the safe place to work or stand when near machines. • When descending a slope always descend straight down the gentlest possible gradient of a slope, avoid driving across a slope. • Avoid working across a slope unless the tractor has large diameter, tubeless, low ground-pressure tyres. • Avoid turning down a slope this is particularly hazardous. • Plan work across slopes so that turns are made uphill rather than downhill. • Visual checks to be carried out daily and any defects to be reported immediately to supervisors. • Tractor operators to ensure that windows and mirrors are kept clean and clean. • Operators & passengers to wear seat belts at all time when the tractor is in motion. • Passengers only to travel in machines where a fixed / purpose made seat exists. • Hi - visibility jackets / vests worn on site at all times. 	2	4	8

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Hitching / Unhitching Operations	Potential crush injuries to hands & fingers, impact injuries resulting from moving lifting arm	Tractor operator and any persons in the general vicinity of hitching / unhitching operations	4	3	12	<ul style="list-style-type: none"> All staff hitching / unhitching trailers to be trained and competent. Tractor to be isolated, handbrake applied, and keys removed from ignition prior to hitching or unhitching trailers. Hitching to take place on firm, level and suitable ground surface. External vehicle controls to be operated from safe position. No persons to stand between the tractor and trailer where the tractor is in motion / engine running. Never stand with your feet under, or near drawbars. Ensure that jockey wheels, jacks, skids and other supports are used and maintained. Any supports should not be released until hitching is complete. Communicate clearly if you get help with hitching. 	2	3	6
Moving / Rotating Components (Power Take Off (PTO))	Entrapment / Entanglement leading to physical loss of limb through unintended contact with moving components	Tractor operator and any persons in the vicinity of the tractor or attachments	3	5	15	<ul style="list-style-type: none"> Tractors maintained / serviced in line with manufacturer's instructions, any defects identified by operatives reported to supervisor / management immediately. Tractor to be isolated, locked and keys retained by operators / maintenance staff prior to potential contact with moving / rotating parts. Operators and staff involved in any tractor related operations / maintenance to be aware of components which may continue to rotate for a time after the engine has been isolated. All Power Take Off (PTO) shafts to be covered by fixed guarding. Appropriate footwear to be worn at all times, safety boots with good grip. Operator to avoid wearing loose clothing, preferably good fitting overalls that will not snag on machinery. All jewellery, including watches and rings to be removed and long hair tied back. 	2	5	10

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Overhead Powerlines	Electrocution	Tractor operator, on-site operatives and any persons in the vicinity	3	4	12	<ul style="list-style-type: none"> Avoid working near or under Overhead Power Lines (OHPL) whenever possible. Operator to be fully briefed on the minimum line heights and the maximum height / reach of tractors and machines passing below or near OHPLs. If in doubt contact the distribution network operator about the height of any lines in the vicinity. Consider the height and reach of any attachments when coupled to a tractor. Consider the use of alternative access points and routes to avoid any lines. 	1	4	4
Whole Body Vibration (WBV)	Health risks including severe back pain	Tractor Operator	3	4	12	<ul style="list-style-type: none"> Tractor to be regularly serviced and maintained in accordance with manufacturer's guidelines. Operator to adjust the seat position to ensure that the back is provided with adequate support whilst ensuring all controls can be operated comfortably. Adjust the seat suspension to suit the operator weight. (If available) Tractor to be driven at a speed to suit the prevailing ground conditions. In cases of excessive vibration levels, managers to investigate improved ways of working, including job rotation to limit exposure time 	2	3	6
Tractor Refuelling	Fire / Explosion	Tractor operator, anyone in the vicinity of fuel	4	5	20	<ul style="list-style-type: none"> Refuelling to be carried out in designated area only. No smoking and all naked flames prohibited in the area of refuelling operations. Refuelling to be carried out by trained competent staff. Allow components that operate at high temperature to cool before starting operations. Spill kit available in the event of any fuel spills. 	2	4	8