



Take 5 Pre-task Risk Assessment

Pallet trucks / 14 Nov 2022 / Michael Johns

Complete

Score	8 / 16 (50%)	Flagged items	8	Actions	2
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Task

Pallet trucks

Location

2 Roe St, Perth WA 6000, Australia

Conducted by

Michael Johns

Conducted on

14 Nov 2022 14:00 PST

Flagged items & Actions		8 flagged, 2 actions
Flagged items		8 flagged, 0 actions
Inspection / Stop and Think Through the Task		
Do I have the correct PPE/RPE for the task (identified in the risk assessment/method statement)?		No
I'm lacking hearing protection. All our hearing protection PPE are being used by workers. Will talk to James to resolve this.		
Inspection / Identify and Assess the Hazards / Hazard / Hazard 1		
Priority for action		Extreme Risk
Inspection / Identify and Assess the Hazards / Hazard / Hazard 2		
Priority for action		High Risk
Inspection / Identify and Assess the Hazards / Hazard / Hazard 3		
Priority for action		High Risk
Inspection / Identify and Assess the Hazards / Hazard / Hazard 3		
Likelihood		Likely
Inspection / Identify and Assess the Hazards / Hazard / Hazard 4		
Priority for action		Extreme Risk
Inspection / Identify and Assess the Hazards / Hazard / Hazard 4		
Likelihood		Almost Certain
Inspection / Control and Monitor		
Are all hazards identified controlled or removed?		No
Hazards identified can not be resolved within the day. Follow ups will be needed. Meanwhile, I have assigned corrective actions and have notified members. Expect notification once all actions have been completed.		
Other actions		2 actions
Inspection / Identify and Assess the Hazards / Hazard / Hazard 2		
Hazard type		Manual Handling
To do Assignee: SafetyCulture Staff Priority: Low Due: 21 Nov 2022 15:25 PST Created by: SafetyCulture Staff		
Conduct worker assessment		
Inspection / Identify and Assess the Hazards / Hazard / Hazard 3		
Hazard type		Other
To do Assignee: SafetyCulture Staff Priority: Low Due: 21 Nov 2022 15:17 PST Created by: SafetyCulture Staff		

Conduct equipment inspection

Inspection		8 flagged, 2 actions, 8 / 16 (50%)
Stop and Think Through the Task		1 flagged, 5 / 6 (83.33%)
Do I clearly understand what is required?	Yes	
Am I trained to do the work and familiar with the equipment/task?	Yes	
Are the tools and equipment in a safe condition?	Yes	
Do I have approved documentation for the task?	Yes	
Have I informed others who may be affected by my work?	Yes	
Do I have the correct PPE/RPE for the task (identified in the risk assessment/method statement)?	No	
I'm lacking hearing protection. All our hearing protection PPE are being used by workers. Will talk to James to resolve this.		
Identify and Assess the Hazards		6 flagged, 2 actions, 3 / 9 (33.33%)

Provide corrective actions for hazards identified by clicking on 'Action' on the items below.
Describe the action to take, assign a member, set priority level and due date.

Hazard	6 flagged, 2 actions, 3 / 9 (33.33%)
Hazard 1	1 flagged, 1 / 2 (50%)
Hazard type	Lighting

Take or attach photo evidence of hazard identified



Photo 1

Describe the hazard

Poor lighting condition in warehouse B where some of the equipment needed to move are stored.

Refer to image below for risk level

Risk Level	Action
E - Extreme Risk	Intolerable. Stop and seek specialist advice. Immediate interim risk reduction required.
H - High Risk	Tolerability to be endorsed by management. Additional long term risk reduction required.
M - Medium	Tolerable, provided risk is ALARP (As Low As Reasonably Practicable).
L - Low Risk	Tolerable and continual improvement required.

Priority for action

Extreme Risk

Refer to image below for likelihood

Consequence	Outcome Description
Rare	The consequence is not expected in Boral / Has never been heard of in the Industry.
Unlikely	The consequence is possible in Boral / Has occurred in the Industry.
Possible	The consequence is possible at a Boral workplace at some time in the foreseeable future (next 10 years) / Has happened at Boral in past 10 years / Occurs annually within the Industry.
Likely	The event is expected at a site/local level in the foreseeable future (next few years) / Occurs within Boral more than once per year.
Almost Certain	The event is expected to occur several times a year at a site/local level.

Likelihood

Possible

Control measure

Regular maintenance of lighting equipment.

Hazard 2

1 flagged, 1 action, 1 / 2 (50%)

Hazard type

Manual Handling

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 21 Nov 2022 15:25 PST | Created by: SafetyCulture Staff

Conduct worker assessment

Take or attach photo evidence of hazard identified



Photo 2

Describe the hazard

Improper usage of pallet trucks can result in injuries. Long carrying distances and strenuous pulling or pushing can also cause constraints on the posture of workers.

Refer to image below for risk level

Risk Level	Action
E - Extreme Risk	Intolerable. Stop and seek specialist advice. Immediate interim risk reduction required.
H - High Risk	Tolerability to be endorsed by management. Additional long term risk reduction required.
M - Medium	Tolerable, provided risk is ALARP (As Low As Reasonably Practicable).
L - Low Risk	Tolerable and continual improvement required.

Priority for action

High Risk

Refer to image below for likelihood

Consequence	Outcome Description
Rare	The consequence is not expected in Boral / Has never been heard of in the Industry.
Unlikely	The consequence is possible in Boral / Has occurred in the Industry.
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Almost Certain	The event is expected to occur several times a year at a site/local level.

Likelihood

Possible

Control measure

Evaluate workers if they follow proper usage of pallet trucks. If not, we should reserve a day to conduct a seminar/training

Hazard 3

2 flagged, 1 action, 1 / 3 (33.33%)

Hazard type

Other

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 21 Nov 2022 15:17 PST | Created by: SafetyCulture Staff

Conduct equipment inspection

Please specify hazard type

Mechanical

Take or attach photo evidence of hazard identified

Describe the hazard

Pallet truck may not be in good working condition. Rusty or damaged parts may affect equipment and cause possible injuries

Refer to image below for risk level

Risk Level	Action
E - Extreme Risk	Intolerable. Stop and seek specialist advice. Immediate interim risk reduction required.
H - High Risk	Tolerability to be endorsed by management. Additional long term risk reduction required.
M - Medium	Tolerable, provided risk is ALARP (As Low As Reasonably Practicable).
L - Low Risk	Tolerable and continual improvement required.

Priority for action

High Risk

Refer to image below for likelihood

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Almost Certain	The event is expected to occur several times a year at a site/local level.

Likelihood

Likely

Control measure

Inspect the pallet truck to see if it's in generally good working condition. Check steering, forks, brakes, controls, hydraulics and warning devices (if fitted). Inspect wheels to ensure they are not worn out or have any cracks or damage

Hazard 4

2 flagged, 0 / 2 (0%)

Hazard type

Environmental

Take or attach photo evidence of hazard identified



Photo 3

Describe the hazard

Area cluttered with rubbish and parts

Refer to image below for risk level

Risk Level	Action
E - Extreme Risk	Intolerable. Stop and seek specialist advice. Immediate interim risk reduction required.
H - High Risk	Tolerability to be endorsed by management. Additional long term risk reduction required.
M - Medium	Tolerable, provided risk is ALARP (As Low As Reasonably Practicable).
L - Low Risk	Tolerable and continual improvement required.

Priority for action

Extreme Risk

Refer to image below for likelihood

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Almost Certain	The event is expected to occur several times a year at a site/local level.

Likelihood

Almost Certain

Control measure

Housekeeping. Clean up and secure items

Control and Monitor

1 flagged, 0 / 1 (0%)

Are all hazards identified controlled or removed?

No

Hazards identified can not be resolved within the day. Follow ups will be needed. Meanwhile, I have assigned corrective actions and have notified members. Expect notification once all actions have been completed.

Completion

Name & Signature of Assigned Employee



Michael Johns
14 Nov 2022 15:23 PST

Name & Signature of Supervisor



Jerome Watkins
14 Nov 2022 15:23 PST

Media summary



Photo 1



Photo 2



Photo 3