

PRO-ALIGN

Circulation: Management, Aftersales, Sales

Assessment of: Installation of Balancers/Tyre Changers

Assessor(s): S Wickham (Executive Edge), Carl M Potter, Colin Avis

Likelihood

Certain	High	High	Very High	Very High
Highly probably	Moderate	High	Very High	Very High
Likely	Moderate	Moderate	High	High
Unlikely	Low	Low	Low	Low
<u>Severity</u>	Minor injury	Lost time injury	Serious Injury	Death

Risk Rating

Very High	Unacceptable risk	Immediate action must be taken to reduce risk
High	Unacceptable risk	Action must be taken to reduce risk (0-3 months)
Moderate	Unacceptable risk	Action must be taken to reduce risk (0-6months)
Low	Acceptable risk	No action necessary

Description of activity:

Driving to various sites (Refer to #RA-05-01)

Unloading

Removal of packaging and remove from pallet

Install and bolt to floor

Test

Calibrate

Demonstrate/train customer

Comments:

All engineers are fully trained.

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Identified Hazards

Hazard Reference	Hazard Identified	Persons at Risk	Current control measure
#RA-05-03.1	Hazardous Substances	Engineer Members of the public Environment Customer	No current control measures in place.
#RA-05-03.2	Manual Handling operations	Engineer Customer	Help is sought from customer to unload equipment. Where possible mechanical aids are used to unload. (Forklift/pallet truck) Accessories/fixtures are removed before moving.
#RA-05-03.3	Unfamiliar working environments	Engineer	Rely on customer informing of hazards present.
#RA-05-03.4	Lone working	Engineer	Mobile phone is provided which can be used in a emergency.
#RA-05-03.5	Electricity	Engineer	Electricity supply is isolated before work is carried out on equipment by removing plug from socket. A visual check is completed before power cables, plugs or sockets are touched.
#RA-05-03.6	Power Cables	Engineer Customer employees Visitors	Work is usually carried out where machine is installed. Trailing power leads are not left plugged in unattended.
#RA-05-03.7	Ramps/lifts	Engineer Customer Visitors	Tools are removed from ramp before movement Ramps/lifts have built in safety devices that prevent lowering if an object is sensed beneath or to close to the sides.
#RA-05-03.8	Hand tools	Engineer	All engineers are fully trained in correct use of tools. Portable power tools are PAT tested on a annual basis by a competent person. All tools are visually checked before use.

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Risk Rating

Hazard Reference	Likelihood	Severity	Risk Rating	Action Required to Reduce Risk?
#RA-05-03.1	Likely	Serious Injury/Death	High	Yes
#RA-05-03.2	Likely	Lost time injury	Moderate	Yes
#RA-05-03.3	Likely	Lost time injury	Moderate	Yes
#RA-05-03.4	Unlikely	Serious Injury	Low	Yes – Recommendation
#RA-05-03.5	Unlikely	Death	Low	No
#RA-05-03.6	Unlikely	Lost time injury	Low	Yes – Recommendation
#RA-05-03.7	Likely	Serious Injury	High	Yes
#RA-05-03.8	Unlikely	Minor Injury	Low	No

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Remedial Actions

Hazard Reference	Action Required	Target Date	Date Completed	Signature:
#RA-05-03.	Safe systems of work/method statements need to be produced and implemented for the activities carried out by the engineers.			
#RA-05-03.1	Obtain copies of the material safety data sheet for all substances used. Complete COSHH assessments on all substances used. Implement appropriate control measures. Provide training and instruction to engineers on storage/use/disposal of the substances.	0-3 months May 05		
#RA-05-03.2	Carry out a manual handling assessment. Implement appropriate control measures. Provide training and instruction to the engineer the outcome of the assessment.	0-3 months May 05		
#RA-05-03.3	Implement a procedure, which encourages the engineer to check the premises visually when entering, this could be in a form of a guidance card and training which has recommendations of what they should do when entering the site, i.e. look for escape routes, follow walkways, read fire action notes etc.	0-6 months August 05		

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#RA-05-03.4	Provide training and instruction on what engineers are to do if they are confronted with violence, assault or theft.	Recommendation		
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#RA-05-03.6	Considered introducing a barrier system that can be used out on site to prevent access to the work area by employees and visitors.	Recommendation		
#RA-05-03.7	Engineers must only use equipment that they have received appropriate training on. Implement a rule that prohibits operation of lifts/ramps on customer sites. The customer should be asked to operate on the engineer's behalf.	0-3 months May 05		