

Polivac International Occupational Health and Safety Management Protocol
HAZARD IDENTIFICATION AND RISK ASSESSMENT

STEP 1: IDENTIFY HAZARDS

WHAT IS A HAZARD? – A **hazard** is something with the potential to cause harm.

HAZARD	RISK
Work Environment	The likelihood that a worker might suffer carbon monoxide poisoning because they are using a petrol driven pump in a well.
Energy – electricity	The likelihood that a worker might be electrocuted because they are exposed to electrical wires whilst using a machine that has inadequate insulation
Manual Handling	The likelihood that a worker might suffer back strain from manually lifting 40kg bags.
Noise	The likelihood that a workers and others in the area might suffer irreparable hearing damage because they work near someone continuously using a jack hammer > 85 d(B) A
Substance	The likelihood that a worker might sustain a needle stick injury and become infected removing rubbish from a toilet / public place
Plant	The likelihood that a workers hand might be crushed whilst unloading a machine from a vehicle or operating machinery in a confined area

WHAT IS A RISK? - A **risk** is the likelihood that death, injury or illness might result because of the hazard.

STEP 2 – ASSESS THE RISK

<p>Risk Assessment Method</p> <p>(a) For each of the risks:</p> <ul style="list-style-type: none"> • Estimate the likelihood of an incident occurring at your workplace. • Estimate the consequence of an incident occurring at the workplace • Combine your likelihood and consequence estimates to the risks. <p>Using the ratings of each risk develop a prioritized list of workplace risks requiring action.</p>
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Likelihood Rating

1	Extremely likely	Could happen frequently
2	Likely	Could happen occasionally
3	Unlikely	Could happen but rarely
4	Very unlikely	Could happen, but probably never will

Consequences

Extreme	Death or permanent disablement
Major	Serious bodily injury or serious work caused illness
Moderate	Moderate injury illness requiring casualty treatment
Minor	Minor injury or illness requiring first aid only, no lost work time

Risk Ranking Method

For each identified hazard the appropriate likelihood and consequence rating is selected. These are a guide only and different situations or operating environments may alter the predicted outcome.

Risk Priority Chart

LIKELIHOOD How likely it could occur?	CONSEQUENCES: How severely it could affect health and safety			
	EXTREME –death - or disablement	MAJOR - Serious bodily injury or serious work caused illness	MODERATE - Injury or illness requiring casualty treatment	MINOR - Injury or illness requiring first aid only, no lost time
VERY LIKELY – could happen frequently	1	2	3	4
LIKELY – could happen occasionally	2	3	4	5
UNLIKELY – could happen, but rare	3	4	5	6
VERY UNLIKELY Could happen, probably never will	4	5	6	7

This stage of the Risk Assessment gives a basis for ranking risks in terms of their priorities.

It is important to note that the risk scores obtained have no absolute value. This chart provides a means for ranking the risks only.

The scores 1-7 in the risk priority chart indicate how important it is to do something about each risk, as follows:

Score	Action
1, 2 or 3	Do something about these risks immediately
4 or 5	Do something about these risks as soon as possible
6 or 7	These risks may not need immediate attention

PRIORITISE RISKS

Prioritise risks based on their score

Remember, the risk scores are useful for comparison purposes ONLY. When the risk scores for all risks in the workplace are compared, the resulting ranking will be a guide to the order in which the risks should be addressed.

Step 3 DECIDE ON CONTROL MEASURES

CONTROL PRIORITIES
<p>Firstly, try to eliminate the hazard</p> <p>If this is not possible, prevent or minimize exposure to the risk by one a combination of:</p> <ul style="list-style-type: none">• <i>Substituting</i> a less hazardous material, process or equipment• <i>Redesigning</i> equipment or processes• <i>Isolating</i> the hazard <p>Note: These measurers may include engineering methods</p> <p>As a last resort, when exposure to the risk is not (or can not be) minimized by other means:</p> <ul style="list-style-type: none">• Introduce <i>administrative controls</i>• Use appropriate <i>personal protective equipment</i>

1.0 Description

1.1 Predator MK111 carpet extractor

2.0 Construction

Designed with no compromise in performance or styling, the Predator is powerful, portable and versatile.

Power is provided by a revolutionary new recovery system which combines with fully rubber mounted vacuum motors to produce one of the most powerful portable machines available today.

Portability via easy grip handles and pneumatic tyres makes tight maneuvering and stair climbing an effortless exercise.

Versatility that means the ability to handle the widest possible range of cleaning tasks, from the most delicate fabrics to large commercial areas.

The ergonomically designed fiberglass body with aluminum base frame is strong and hardwearing and can withstand the rigorous of today's tough work environment.

3.0 What is a hazard -

A hazard is anything that may cause harm to anyone in the workplace

Potential Hazards

- 3.1 Electric shock
 - (1) Damage to the electric cord
 - (2) Wetting, spraying, washing machine with water whilst power is connected
- 3.2 Injury due to burns, fire or explosion when operating machinery
- 3.3 Property damage due to colliding with fixtures or damage to machinery
- 3.4 Injury due to trips, slips and falls
- 3.5 Respiratory damage/illness due to inhalation of dust hazards
- 3.6 Joint and bone disorder due to machine vibration
- 3.7 Hearing impairment due to excessive machine noise
- 3.8 Muscular skeletal damage due to incorrect operation of machine

4.0 Risk Priority Chart

Hazard	Likelihood	Consequence	Control Priorities
Electric Shock	3	4	Ensure cord is in serviceable condition at start/finish of every shift and lead is fitted with a current test and tag
Burns, Fire or Explosion	4	6	Machine must not be operated in an area where flammable goods are stored
Property Damage	4	6	Ensure machine is operated by fully trained & competent persons at all times
Slips, Trips or Falls	3	5	Correct footwear must be worn. Signs - Machine is operated on a wet floor
Vibration	3	5	Don't operate machine for long periods without a break.
Hearing loss	4	6	Hearing protection must be worn if machine is to be used in one continuous shift of more the 8 hours
Muscular Skeletal	3	5	When turning – do not twist. Ensure operator is fully trained

Hazards and controls

5.0 Safe use

The machine operations manual should be read and fully understood prior to machine operation.

5.1 Hazard 3.1 Electric shocks

5.1.1 Hazard 3.1 (1) Damage to the electric cord

5.1.1.1 Do not pull on an entangled cord while using the machine, this can

- Sever the insulation exposing live wires
- Break the conductors in the cord causing the unit to become inoperative
- Stretch the cord causing it to kink and knuckle, and create hot portions along its length

5.1.1.2 Stretching of the cord can also be caused by,

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- Winding the cord from the machine end while still plugged into the power point
- Winding the cord from the plug end
- Looping the cord too tightly

5.1.1.3 Check cord for cuts, fractures and clean cords if soiled after use

5.1.1.4 Replace knuckled, cut or damaged cords

5.1.1.5 When extraction tasks are completed, switch the Predator OFF at the machine, then switch OFF at the power point and unplug from the power point. Gather the cord from the machine end and loop over the cord storage points on the frame for storage.

5.1.2 **Hazard 3.1 (2) Wetting, spraying, washing machine with water whilst power is connected**

5.1.2.1 Do not store the machine outdoors or expose to rain

5.1.2.2 Do not handle plug or machine with wet hands and power connected

5.1.2.3 Do not wash or hose down the machine – recovery tank must be wiped clean after each use

5.1.2.4 Do not clean the machine by spraying it with water, detergent, or cleaning solutions – simply wipe over external surfaces with a damp cloth

5.2 **Hazard 3.2 Injury due to burns, fire or explosion when operating machinery**

5.2.1 Do not use this machine in areas where flammable or combustible liquids, vapors or gases are present. The motor used in this machine can cause explosions when used in areas containing these.

5.3 **Hazard 3.3 Property damage due to colliding with fixtures or damage to machinery**

5.3.1 Ensure that machine is operated according to operating instructions

5.3.2 Ensure that area in which machine is to be operated is clearly identified with correct signage and clear of obstacles

5.3.3 Ensure that the area that the machine is to be used in is greater than 500mm wide

5.4 **Hazard 3.4 Injury due to trips, slips and falls**

5.4.1 Operators should not wear open top shoes when using this equipment

5.4.2 Plan the work path based on obstacles within the work area

5.5 **Hazard 3.5 Respiratory damage/illness due to inhalation of dust hazards**

5.5.1 Machine not to be operated in an enclosed environment for long periods without correct respiratory gear

5.5.2 Ensure that floor surface is thoroughly cleaned to remove dust and dirt prior to operating machine

5.5.3 Ensure that machine is correctly serviced as per operating instructions

5.6 **Hazard 3.6 Joint and bone disorder due to machine vibration**

5.6.1 Ensure that machine is correctly maintained and serviced as per operating instructions

5.6.2 When operating correctly the machine should pose no risk of vibration exposure to the operator

5.7 Hazard 3.7 Hearing impairment due to excessive machine noise

- 5.7.1 Machine noise for the Predator measured at the operators ear level is 86dBA. Thus the noise level readings do exceed the 8 hour noise level equivalent of 85dBA referred to in the Code of Practice.
- 5.7.2 If this machine is to be operated in one continuous shift of more than 4 hours then hearing protection with an attenuation rating of 10 Db(A) **must** be worn

5.8 Hazard 3.8 Muscular skeletal damage due to incorrect operation of machine

- 5.8.1 Operate machine as per operating instructions
- 5.8.2 When turning do not twist at the waist, turn using your feet
- 5.8.3 Exercise great care when operating machine on raised platforms or close to stairs

6.0 CONCLUSION

Polivac International Predator MK11 multi featured carpet extractors are manufactured to the highest possible standards and meet the requirements of Australian Standards.

Polivac International is a quality endorsed company, committed to meeting the requirements ISO 9001:2000 – Quality Management Systems, and providing

Customer assurance that manufactured product will continue to meet Australian Standards.

Polivac International is committed to adhering to all Occupational Health and Safety Codes of Practice and Legislation, and is proud of its commitment to providing a safe work environment for its employees and machine operators.