

GENERAL RISK ASSESSMENT FORM

RISK ASSESSMENT & SOP RECORD		Ref No: RAPS009 DATE: October 2017	Use of Trolley/Scissor/Bottle Jacks when changing wheels on a Fork Lift Truck					
To be read with appropriate COSHH/manual handling assessments /SSOW as applicable.		Refer to the Trolley Jack manual in your Service Centre if there are specific queries regarding this item. All trolley jacks must be inspected annually through the insurance provider or their nominated company.						
Key	Hazard Level HL = 1 – 3	Risk Matrix – Use this to determine risk for each hazard i.e. How bad and how likely after controls applied			Likelihood of Harm after application of controls			
Likelihood of harm (1-3) Risk Rating LH x HL (1-9)		Severity of HARM			Severity	Unlikely	Possible	Probable
		Slight – e.g. minor cuts and bruising, irritation, headaches			Slight	Low 1	Low 2	Med 3
		Moderate – e.g. deep cuts, burns, minor fractures, muscular skeletal injury			Moderate	Low 2	Med 4	High 6
Residual Risk (L,M,H)		Severe – e.g. major fractures, poisoning, multiple and fatal injuries			Severe	Med 3	High 6	High 9
HAZARD / ACTIVITY		RISKS			CONTROL MEASURES			
Collapse of Jack and/or toppling/overturning of FLT		Potential crush injuries and entrapment	3	1	3	PLANNING <ul style="list-style-type: none"> Ensure you have sufficient support stands/blocks before starting the job The air line on the Gray's jack should be between 7.6 – 12 Bar. Ensure you have sufficient pressure to use this jack before commencing the job. Always document your pre-use checks before using any tooling and equipment. Jacks only to be used on firm solid level ground. If the area is unsuitable then find an alternative place to do the work. Reduce manual handling of the jack using wheels to move where possible Hydraulic bottle jacks are to be stored and transported in an upright position. Keep pressure release valves closed on bottle jacks when not in use Check lowering valve is fully closed before using jacks. OPERATIONS <ul style="list-style-type: none"> Always use appropriate support stands to support the FLT after raising, Never increase the height of the jack by placing anything on the lift pad or under the jack wheels. Always keep jack front footpad and rear wheels in direct contact with the ground. Never use a jack in conjunction with another jack or lifting device. One end or side of the FLT must always be in contact with the ground with the wheels chocked. Ear protection is required when compressor in use. 		
Risk of crushing/entrapment due to faulty equipment			3	1	3			
Body parts caught in scissor action of lift arm when raising/lowering		Potential amputation/crush injuries	3	1	3			
Pinched fingers on pressure points		Crush injuries and or bruising	3	1	3			
Slips and trips from cabling or tooling		Muscular skeletal injuries Bruising and impact injuries	2	1	2			
Use of compressed air on the Gray Trolley Jack		Risk of injection causing death or necrosis	3	1	3			

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Hydraulic system compromised from incorrect handling and storage of bottle jacks		Potential crush injuries & entrapment		3	1	3	<ul style="list-style-type: none"> • Never exceed safe lifting load capacity of jacks or axle stands. Ensure the SWL is clearly visible on the jack. • Do not jack above the red (max height) line • Never over tighten or lift bottle jack with release valve open. Air will enter system causing faulty and unsafe operations. • Raise and release loads slowly. Rapid raising could cause FLT to slip 			
Noise from compressor L _{pA} = 90.1 with K = 3.3		Noise induced hearing loss		2	1	2	SUPERVISION <ul style="list-style-type: none"> • Ensure that the jacks, axle stands and blocks/chucks are asset tagged and included in the 12 month thorough inspections. Compressors are subject to statutory thorough examinations by a competent person (Responsibility of Bott). Retain records of examination for at least 2 years. • Tag and remove faulty equipment from use immediately • Ensure the method statements are available and followed for all lifting equipment 			
Manual Handling of the jacks and stands on and off of the van & positioning beneath the FLT		Muscular skeletal injuries		2	1	2	INSTRUCTION & TRAINING <ul style="list-style-type: none"> • Never work beneath a raised FLT • All staff to have attended manual handling training • Only trained and authorised staff to use lifting equipment • Log a defect report for any equipment malfunctions immediately <p style="text-align: center;">Remember: IF IT'S NOT SAFE – DON'T DO IT!</p>			
WHO MAY BE HARMED			Risk Rating after controls			L - M	PPE Required (Must be last Resort)		Clothing	
Interfit Employees	✓	General Public	Further Controls: * As required *HAVs gloves to be considered as appropriate			Full face Safety visors		Hard Hat	High Vis Jacket / Vest	*
Persons nearby	✓	Trespassers				Ear Defenders	*	Dust Mask	High Vis Trousers	
Site Visitors		Other				Safety foot wear	✓	Respirator	Gloves – HAVs gloves *	✓