

Machines – Assessment Tool

KEY	LEGISLATION, GUIDANCE AND STANDARDS
BPG	<i>Best Practice Guidelines on the Safe Use of Machinery</i>
s	<i>Health and Safety in Employment Act 1992</i>
r	<i>Health and Safety in Employment Regulations 1995</i>

Elements for Inspection	Ref.	Evidence
<p>1 Identify the hazards</p> <p>Are you satisfied that significant machine hazards have been identified and there are regular and systematic identification processes in place to identify both existing and new hazards?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Mechanical ▪ Operational ▪ Ergonomic ▪ Electrical hazards ▪ Environmental ▪ Organisational 	<p>s7(1)(a)</p> <p>s7(1)(b)</p> <p>BPG 19</p>	<ul style="list-style-type: none"> ▪ Verbal ▪ Documented system detailing hazards ▪ Noise map
<p>2 Risk assessment</p> <p>Are you satisfied that the employer has assessed the level of risk each hazard presents?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Likelihood of the occurrence e.g. length and frequency of use, accessibility to hazardous parts ▪ Potential consequences e.g. seriousness of the harm that could occur 	<p>BPG 33</p> <p>s7(1)(c)</p>	<ul style="list-style-type: none"> ▪ Verbal ▪ Documented system detailing risk assessment
<p>3 Controlling the machine risks (elimination and isolation)</p> <p>Are you satisfied that the hierarchy of controls has been considered and implemented?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Elimination by design or modification ▪ Guarding – in place, interlocks working, fail to safe ▪ ‘Buy safe’ policy 	<p>s8-9</p> <p>BPG 37</p>	<ul style="list-style-type: none"> ▪ Observation ▪ Documented system detailing controls ▪ Procurement policy
<p>4 Controlling the machine risks (minimisation)</p> <p>Where minimisation is used, are you satisfied that the controls are adequate and implemented properly?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Safe operating procedures (SOPs) ▪ Training, information and supervision (see below) ▪ Preventative maintenance ▪ Lock-out systems and SOPs for repair and maintenance ▪ Proper use and fit of PPE, and monitoring of this ▪ Electrical tagging ▪ Housekeeping ▪ Lighting 	<p>s10</p> <p>s19</p> <p>BPG 37</p>	<ul style="list-style-type: none"> ▪ Observation of machines and their operation ▪ Documented system detailing controls ▪ Verbal from supervisors ▪ Proof of fit testing

<p>5 Training, information and supervision</p> <p>Are you satisfied that all workers exposed to machine hazards have been provided adequate information and training and are supervised until competent?</p> <p>Are you satisfied that those responsible for purchasing machinery take safety into account?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Workers understanding of key safety features ▪ Signage and information in/around machines ▪ Monitoring by managers and supervisors of safe operation 	<p>s13</p> <p>s12</p> <p>BPG 34</p>	<ul style="list-style-type: none"> ▪ Observation ▪ Assertions from workers, supervisors and managers ▪ BPG ▪ Training records / invoices ▪ Machine safety information ▪ SOPs
<p>6 Monitoring the health effects of machines</p> <p>Are you satisfied that exposure to machines is adequately monitored?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Operating speeds and dangerous vibration ▪ Noise (see noise assessment tool) ▪ Fumes, dust (see airborne contaminants tool) 	<p>s10</p> <p>BPG 28</p>	<ul style="list-style-type: none"> ▪ Comfort survey ▪ Test results (note privacy)
<p>7 Serious harm and investigations</p> <p>Are you satisfied that the employer understands and has implemented the requirements around serious harm and investigations?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Accident register ▪ Reporting of serious harm. Notify WorkSafe NZ ▪ Investigation (review) into how and why a person has been harmed by a machine and putting in place controls to prevent harm in future 	<p>s25</p> <p>s7(2)</p> <p>Sch 1</p>	<ul style="list-style-type: none"> ▪ Accident register ▪ Corrective actions taken ▪ Investigation reports
<p>8 Worker participation</p> <p>Are you satisfied that the employer actively tries to involve employees in health and safety?</p> <p>Consider:</p> <ul style="list-style-type: none"> ▪ Provision of reasonable opportunities ▪ Talking point sessions ▪ Involvement in hazard ID and assessment 	<p>a19B</p> <p>BPG 16</p>	<ul style="list-style-type: none"> ▪ Verbal ▪ Assertions from workers ▪ Meeting minutes