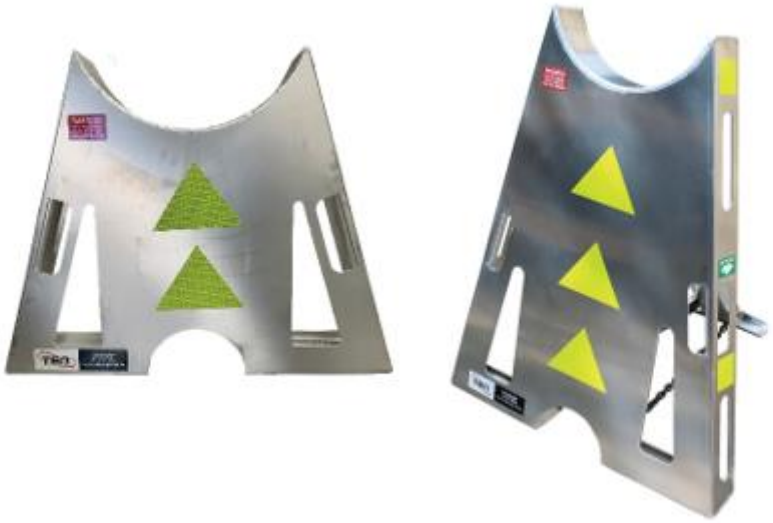
TEN POLE STANDS – ALUMINIUM FLAT STACK

PS-AF-4T-S (500mm)

PS-AF-4T-L (870mm)



Risk Assessment #	RA-PRD-120 TEN Pole Stands PS-AF-4T-S/L
Issue Number	3.0
Status	Current
Next Review Date	January 2027
Initial Approver	Corey Scott
Date of Review	January 2025

Risk assessment:	RA-PRD-120 - TEN Pole Stands PS-AF-4T-S (500mm) & PS-AF-4T-L (870mm)
Completed by:	James Brown, Greg Witty, Neil Bartlett, Ken Harrold

Version:	Issue date:	Next review date:
2.0	Sep 2020	Sep 2022
3.0	Jan 2023	Jan 2025
4.0	Jan 2025	Jan 2027

For additional information refer to the OHS risk assessment and control procedure and the OHS risk rating procedure.

Risk assessment title:
TEN Pole Stand Aluminium Flat Stack 4T Small (500mm) and Large (870mm) Risk Assessment

Identify the Activity/Scope
Describe the activity:
Using a TEN aluminium flat stack 4T pole stand.
Describe the location:
A level outdoor environment in daylight on hard level ground.
Identify who may be at risk by the activity:
A number of people may be at risk from any activity. This may affect the risk controls needed. These people may include fellow workers, visitors, contractors and the public. The location of the activity may affect the number of people at risk: the operator, members of the work crew, members of the public and any persons entering the immediate work area.
Identify the hazards, risks, and rate the risks: (refer charts, tables and diagrams below)
• An activity may be divided into tasks. For each task, identify the hazards and associated risks. • List existing risk controls and determine a risk rating using the TEN consequence scale and risk tables. • Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls used.
Risk Assessment notes:
• Prior to using the pole stand, all operators are required to read and understand this risk assessment. • A pre-operation check must be performed prior to use (an example is provided at Appendix A)

Hazards – A hazard is a situation in the workplace that has the potential to harm the health and safety of people or to damage plant and equipment.

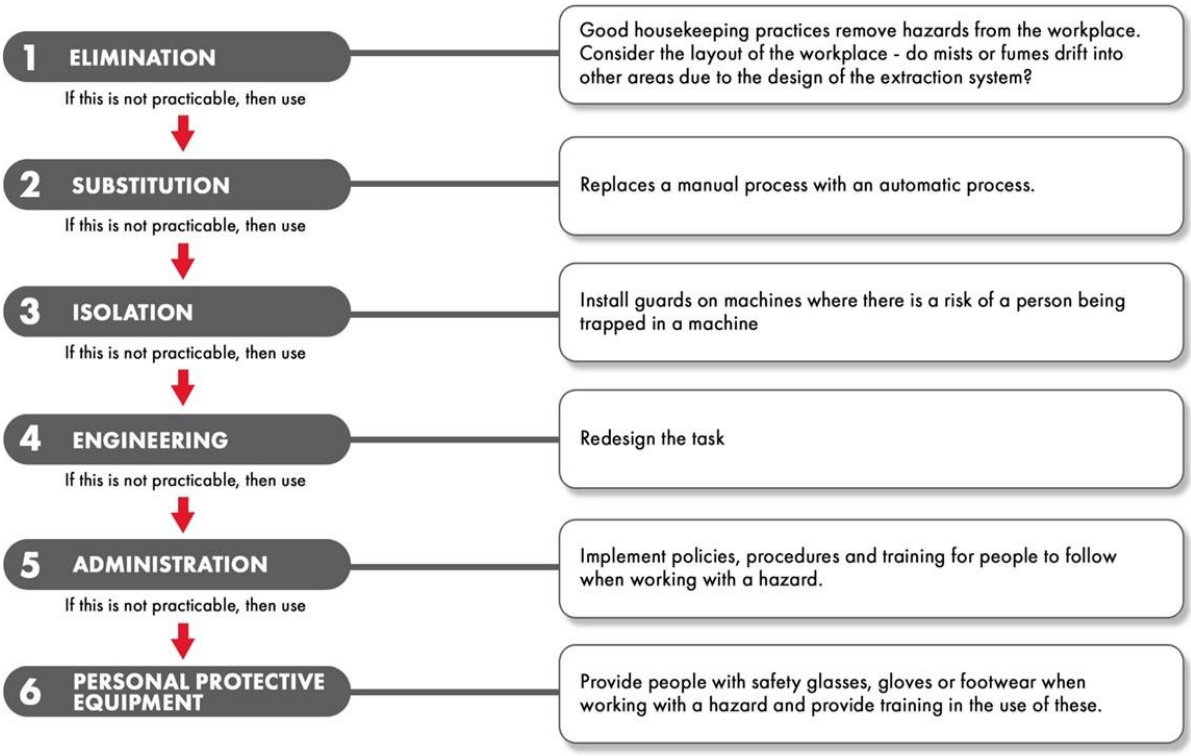
Risks may be defined as the likelihood of harm.

The aim is to eliminate the hazard and minimise the risk to **A**s **L**ow **A**s **R**easonably **P**racticable – **ALARP.**

The **Risk Assessment Matrix** shows the consequences of, and the likelihood of the risk. The Risk Rating (RR) is obtained by multiplying the consequence score by the likelihood score. Tasks in red having a score of 18 and above should not be attempted and immediate actions need to be implemented to address the issue. By utilising the hierarchy of control, to identify a suitable control measure to be implemented, we need to remember to lower the risk to **A**s **L**ow **A**s **R**easonably **P**racticable.

The most preferred control measure being to eliminate the hazard and least preferred is PPE to address the issue.

Tasks in orange, having a score between 8 and 16 need to have affective controls introduced to eliminate the risks. Tasks having a score below 8, still need to be continually reviewed and may require actions to eliminate the risk. In all cases, tasks must be monitored. In the workplace, both the ALARP determination and ALARP demonstration may be applied as part of risk assessment activities.

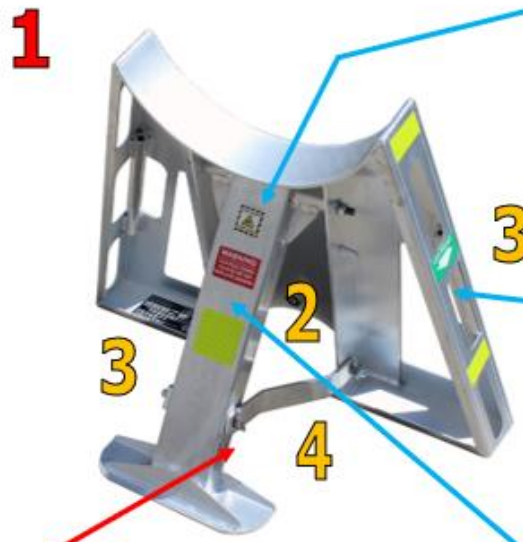


Assessed Rick No. (refer photos)	Hazard description	Associated risks	Risk rating with existing controls			Additional risk controls required	Risk rating with additional controls		
			C	L	RR		C	L	RR
1	Uncontrolled movement of loaded pole stand	Serious crush injury or property damage	5	4	20	• Pre-operation checklist completed (Appendix A). • Operators to conduct site specific risk assessment prior to setting up, in accordance with company requirements. • Pole stand set up correctly on hard level ground with chain fully extended and locking leg attached. • Correct size pole stand used for pole weight. Check pole stand capacity rating before using (refer to compliance plate for ground type and capacity). Note: pole stand is de-rated to 2T on non-concrete / asphalt ground. Refer to your company dunnage practices if ground is not hard. • Operators trained in correctly using flat stack aluminium pole stand. • Operators to remain outside “drop zone” when loading pole on pole stand. • Never place any part of your body between the pole and the ground when loaded on the stand.	5	2	10

Assessed Rick No. (refer photos)	Hazard description	Associated risks	Risk rating with existing controls			Additional risk controls required	Risk rating with additional controls		
			C	L	RR		C	L	RR
2	Body parts pinned, crushed or jammed in moving parts	Crushed limbs	3	5	15	• Pre-operation checklist completed (Appendix A). • Pole stand set up correctly on hard level ground with chain fully extended and locking leg attached. • Operators trained correctly in using pole stand. • Do not step under pole or adjust stand once pole is positioned in stand. • Operators to keep hands away from pole stand when locating pole on pole stand. • Never place any part of your body between the pole and the ground when loaded on the stand.	3	2	6
3	Manual handling risk when setting up or folding pole stand	Sprains and strains	2	6	12	• Operators to conduct site specific risk assessment prior to locating pole on pole stand in accordance with company requirements. • Operators trained in correctly using flat stack aluminium pole stand. • Practice correct lifting techniques.	2	3	6
4	Fingers jammed while folding support arm	Pinch points	2	5	10	• Operators trained in correctly using flat stack aluminium, pole stand. • Pinch points stickers highlighting area. • Wear appropriate PPE where necessary	2	2	4

C = Consequence **L** = Likelihood **RR** = Risk Rating from Risk Rating Tables

Equipment Specific Area



NOTE:
LEG LOCK MUST BE ENGAGED BEFORE LOADING POLE, STAND MUST BE ON HARD LEVEL GROUND

Risk Assessment Matrix

Consequences	Degree	Examples		Likelihood: Impossible (Once in 100 years)	Very Unlikely (Once in 10 years)	Remotely (Once per years)	Possible (Monthly)	Very Likely (Weekly)	Certain (Daily)
			Score	1	2	3	4	5	6
	Low level injury, illness	Scratches, bruises	1	1	2	3	4	5	6
	Minor injury, illness	Cuts, burns, strains, sprains	2	2	4	6	8	10	12
	Single serious injury, illness	Amputation, paralysis of limb, server burns, loss of vision or mobility	3	3	6	9	12	15	18
	Multiples serious injuries, illness	Quadriplegia, complete loss of hearing, vision, mobility	4	4	8	12	16	20	24
	Single fatality, incurable fatal illness	N/A	5	5	10	15	20	25	30
	Multiple fatalities, incurable fatal illness	N/A	6	6	12	18	24	30	36

High Medium Low

Documentation and supervisor approval		
Completed by: Greg Witty	**Authorised by:** James Brown	**Date:** 24 /01/2023

Implement the additional risk controls identified		
Indicate briefly what additional risk controls above were implemented, when and by whom.		
Risk control: Fit visual stickers on high-risk area	**Date:** 26/06/2019	**Implemented by:** James Brown
Risk control: One page setup instructions to go with new stands (with link to Risk Assessment)	**Date:** 14/09/2020	**Implemented by:** James Brown

Monitor and review the risk controls		
It is important to monitor risk controls and review risk assessments regularly. Review is required when there is a change in the process, relevant legal changes, and where a cause for concern has arisen. Reviews could be scheduled on an annual basis. If the risk assessment has substantially changed a new risk assessment is warranted.		
Review date: 14/09/2020	**Reviewed by:** Greg Witty	**Authorised by:** James Brown
Review date: 24/01/2023	**Reviewed by:** Neil Bartlett	**Authorised by:** James Brown
Review date:	**Reviewed by:**	**Authorised by:**

Documentation
It is a requirement that legal and advisory documentation that supports this risk assessment be listed. Such documentation includes Acts, Regulations, Australian Standards and Codes of Practice, where applicable.
1. Health and Safety Act 2011. 2. Work Health and Safety Regulations 2011. 3. Plant Code of Practice 2021.

ANNEXE A

PRE-OPERATION CHECKLIST – FLAT STACK POLE STAND		
0 = Not applicable 1 = Meets manufacturers specifications 2 = Requires action		
Item	**Result (0, 1, 2)**	**Action**
Confirm pole stand capacity for ground type and pole being dressed **Note:** pole stand is de-rated to 2T on non-concrete/ asphalt ground		
Confirm all securing hardware is in place (i.e. nuts, chain and locking leg)		
Warning stickers displayed (ie. *pinch points & pole stand must be set up on HARD, LEVEL GROUND)*		
Pole stand not damaged, bent or twisted		
Pole stand set up correctly (ie. *on HARD, LEVEL GROUND, chain fully extended **and** support leg locked before pole applied)*		
Ensure area is kept clear at all times of trip hazards		
Never place any part of your body between the ground and the pole		
If all items meet manufacturers specifications use the pole stand in accordance with the manufacturer's specifications		
If result = 2, DO NOT OPERATE and remove from service		
Operator Name:		**Company Name:**
Operator Signature:		**Date:**