



# Machine Risk Assessment Template



Currie Community High School  
Risk Assessment  
Belt Sanding Machine

These machines must only be operated when a qualified Technical Teacher or Technician is in the room. All operators must comply with the control measures identified below.



HAZARDS	AT RISK	LIKELYHOOD	CONTROL MEASURES	RESPONSIBILITY
Damage to eyes from flying particles	Operator / Others in the room		<ul style="list-style-type: none"><li>Suitable eye protection must be worn at all times.</li></ul>	Operator
Sanding fingers / Being hit by work piece if it is thrown from hand	Operator / Others in the room		<ul style="list-style-type: none"><li>The belt should be guarded at both ends and the work piece should be held firmly and addressed to the belt in a way that will force it against the table.</li></ul>	Teacher/ Technician / Operator
			<ul style="list-style-type: none"><li>The work piece should be of a length which can be held comfortably with fingers at a safe distance from the belt.</li></ul>	Operator
			<ul style="list-style-type: none"><li>The teacher should check that the machine is set up properly, the work piece is safely held and the pupil knows how the operation will be carried out before it is used.</li></ul>	Operator / Teacher
			<ul style="list-style-type: none"><li>Sanding belts should be replaced when they are worn to avoid operators applying too much force.</li></ul>	Technician
Being dragged into the machine	Operator		<ul style="list-style-type: none"><li>Operators should not wear loose clothing and long hair must be contained so as not to be a hazard. Where clothing cannot be removed due to religious belief, every effort must be made to ensure that all loose items are contained.</li></ul>	Teacher/ Operator
Exposure to dust and injury due to slipping on dust	Operator / Others in the room		<ul style="list-style-type: none"><li>The dust extractor must be used. As the combination of wood and plastic dust can be explosive, this machine must only be used for wood</li></ul>	Operator / Teacher
			<ul style="list-style-type: none"><li>In an effort to limit dust exposure, the machine should only be used to finish surfaces and not to remove substantial amounts of wood.</li></ul>	Operator
			<ul style="list-style-type: none"><li>The floor around the machine must be kept clear of dust and other obstructions.</li></ul>	Operator / Technician

Assessment Sheet No. 5

**Machine risk assessment template** is an essential tool for ensuring workplace safety and compliance with regulatory standards. In various industries, machinery plays a crucial role in operations, but it also presents significant risks to workers. A machine risk assessment helps identify these risks and implement appropriate control measures. This article provides a comprehensive overview of what a machine risk assessment entails, how to create a template, and its importance in maintaining a safe working environment.

## What is a Machine Risk Assessment?

A machine risk assessment is a systematic evaluation process used to identify hazards associated with machinery. The goal is to assess the risks these hazards pose to workers and to determine the necessary actions to mitigate these risks. This assessment is crucial for organizations to comply with health and safety regulations and to ensure the safety of employees.

## Key Components of a Machine Risk Assessment

1. Identification of Hazards: Recognizing potential hazards associated with machine operation, such as moving parts, electrical risks, and ergonomic concerns.

2. **Risk Evaluation:** Analyzing the likelihood and severity of accidents that could occur due to identified hazards.
3. **Risk Control Measures:** Developing strategies to eliminate or reduce risks, such as engineering controls, administrative controls, and personal protective equipment (PPE).
4. **Documentation:** Recording all findings, assessments, and control measures for future reference and compliance purposes.

## **Importance of a Machine Risk Assessment Template**

A machine risk assessment template provides a structured approach to conducting risk assessments. Here are some reasons why having a template is beneficial:

### **1. Consistency**

Using a standardized template ensures that all assessments are conducted uniformly across various machines and operations. This consistency helps maintain high safety standards throughout the organization.

### **2. Efficiency**

A well-designed template can streamline the risk assessment process, saving time and resources. Assessors can quickly fill out the template, focusing on critical aspects of the assessment rather than starting from scratch each time.

### **3. Compliance**

Templates can help organizations meet legal and regulatory requirements by ensuring that all necessary elements of a risk assessment are considered and documented.

### **4. Training and Communication**

A clear template can serve as a training tool for new employees and as a communication aid among team members, ensuring everyone understands the risk assessment process.

# Creating a Machine Risk Assessment Template

When developing a machine risk assessment template, several key elements should be included. Below is a suggested format for an effective template:

## Template Structure

1. **Header Section:** Include the organization's name, the date of the assessment, the machine's name, and the assessor's name.
2. **Machine Description:** Provide a brief overview of the machine, including its purpose, specifications, and operation processes.
3. **Hazard Identification:** Create a table or checklist to list potential hazards associated with the machine. This can include:
  - Mechanical hazards (e.g., moving parts, pinch points)
  - Electrical hazards (e.g., exposed wires, faulty switches)
  - Chemical hazards (e.g., lubricants, cleaning agents)
  - Ergonomic concerns (e.g., awkward postures, repetitive motions)
4. **Risk Evaluation:** For each identified hazard, evaluate the risk by considering the likelihood of occurrence and the severity of potential injuries. Use a risk matrix to categorize risks as low, medium, or high.
5. **Control Measures:** Outline specific control measures for each hazard. This may include:
  - Engineering controls (e.g., guards, safety devices)
  - Administrative controls (e.g., training, maintenance schedules)
  - Personal protective equipment (e.g., gloves, safety glasses)
6. **Action Plan:** Document actions to be taken, responsible parties, and deadlines for implementing control measures.
7. **Review and Monitoring:** Include sections for ongoing monitoring and review of the effectiveness of control measures, as well as a plan for re-evaluating the risk assessment periodically or when changes occur.

## Implementing the Machine Risk Assessment

Once you have a machine risk assessment template in place, the next step is to implement it within your organization. Here are some steps to ensure effective implementation:

## 1. Training Staff

Ensure that all relevant employees are trained on how to conduct risk assessments using the template. This training should cover hazard identification, risk evaluation techniques, and the importance of documenting findings.

## 2. Regular Assessments

Conduct regular machine risk assessments, especially when new equipment is introduced, when existing equipment is modified, or after an incident occurs. Regular assessments help identify new risks and ensure existing control measures remain effective.

## 3. Encourage Reporting

Create an environment where employees feel comfortable reporting hazards or unsafe conditions. Encourage open communication about safety concerns and suggestions for improvements.

## 4. Review and Update the Template

Periodically review the machine risk assessment template to ensure it remains relevant and effective. Update it based on feedback from users and changes in legislation or technology.

## Conclusion

In conclusion, a **machine risk assessment template** is a critical tool for maintaining a safe workplace. By standardizing the risk assessment process, organizations can ensure consistency, efficiency, and compliance with safety regulations. Creating a comprehensive template that includes hazard identification, risk evaluation, and control measures is essential for protecting workers and minimizing risks associated with machinery. By implementing and regularly updating this template, organizations can foster a culture of safety and continuous improvement, ultimately leading to a safer work environment for all employees.

## Frequently Asked Questions

## **What is a machine risk assessment template?**

A machine risk assessment template is a structured document used to identify, evaluate, and mitigate risks associated with machinery and equipment in the workplace.

## **Why is a machine risk assessment important?**

A machine risk assessment is important because it helps ensure the safety of workers, complies with regulatory requirements, and minimizes potential hazards that could lead to accidents or injuries.

## **What are the key components of a machine risk assessment template?**

Key components typically include a description of the machine, identification of potential hazards, risk evaluation, control measures, and a plan for monitoring and review.

## **How often should machine risk assessments be conducted?**

Machine risk assessments should be conducted whenever there are changes to the machinery, processes, or after an incident, as well as regularly as part of an ongoing safety program.

## **Who is responsible for completing a machine risk assessment?**

Typically, safety officers, engineers, or trained personnel are responsible for completing machine risk assessments, but it can also involve input from operators and maintenance staff.

## **Can a machine risk assessment template be customized?**

Yes, machine risk assessment templates can be customized to fit the specific needs of a facility, the types of machinery used, and the unique risks associated with those machines.

## **What tools can be used alongside a machine risk assessment template?**

Tools such as checklists, safety audits, incident reports, and software for risk management can complement a machine risk assessment template to enhance its effectiveness.

## **Where can I find a machine risk assessment template?**

Machine risk assessment templates can be found online through safety organizations, industry associations, or can be developed in-house based on regulatory guidelines and best practices.

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# **Machine Risk Assessment Template**

Microsoft Word - UCD Machinery:Equipment Risk Assessment ...

This document must be signed by the person carrying out the assessment and their academic supervisor / manager / head of school (person responsible for ensuring safety).

*Technologies (Milling Machine) – Risk Assessment Template No.*

Technologies (Milling Machine) – Risk Assessment Template No. 60 (List additional hazards, risks and controls particular to your school using Template No.74)

## **Plant Hazard Identification & Risk Assessment Form**

Assessment Approval: (eg Principal researcher, Technical Director, Manager) I am satisfied that the risks are adequately controlled. Hazards: Potential to cause harm to people, property or ...

*Risk Assessment Methods for Machine Safety and Cobots*

By using this type of risk assessment template, companies can re-open a risk assessment if they later add a cobot to their operations and address the machine-based risk assessment questions.

## **Risk Assessment Guidance - Automata**

Mar 24, 2020 · This guide has been created to assist the use of the template. This is achieved by walking the assessor through the different elements of the template, providing guidance on ...

Assessment Template Manufacturing Risk - Connecteam

This template guides users through a comprehensive evaluation of potential hazards associated with manufacturing processes, equipment, and environment, ensuring the safety and efficiency ...

*Annex 6 Risk analysis for machinery - EURO-MOULDERS*

If the risk reduction measures consist send technical measures (eg emergency stop, light curtain, limit switch, safety PLCs ...) the risk assessment for the identified latent hazards should be ...

The MinRisk App Sample Machine Risk Assessment Report

The MinRisk App is built by Safety Engineers, for Health and Safety teams. Contact Us Focusing on the specific issue of machine safety assessment, the team at TEG Risk has a deep ...

## **Machine Shop Tool Risk Assessment - Stony Brook University**

Not all hazards will apply to a particular machine. Always refer to the manufacturer's instruction manual for specific information.

Machinery risk assessment template

This ISO 12100 risk assessment template is designed to ensure machinery safety and legality within the European Union, decreasing liability by following standard operating procedures.

## **Machine Risk Assessment Pro**

2017 Machine Safety Specialists, Inc. This document is for the exclusive use of the intended recipients and contains proprietary and/or confidential information.

Safety checklist form - Machine Safety - SafeWork NSW

Machine Safety As the owner, employer or supervisor of machinery being operated in the workplace, you have a responsibility to ensure your machines are safe for operation and ...

### Example risk assessment for maintenance work in a factory

This engineering company manufacture parts for the motor industry – they employ 40 people on a site built in the 1970s. The managing director told the maintenance manager (the fitter) to do a ...

### **The TEG Risk guide to machine safety risk assessments**

This guide will cover the factors involved in managing risk within the workplace, and the ongoing need to conduct undergoing a machine risk assessment. Why is machine safety overlooked? ...

### **The Risk Assessment Process - SICK**

In order to analyze risk, three elements must be combined and considered; the specification of the limits of the machine, identification of hazards, and risk estimation.

### *Safety Risk Assessment Guidelines for Automation Equipment*

Safety Risk Assessment Guidelines for Automation Equipment Q1: What are the primary safety concerns with automation equipment? and full body) and amputations from mechanical ...

### Machine Risk Assessment Template (Download Only)

Records Management for Museums and Galleries offers a comprehensive overview of records management work within the heritage sector and draws on over a decade of experience in ...

### 3.1 Machine Risk Assessments - Rowan University

Risk assessments must be performed initially for all machines, at the time a new machine is purchased, and when significant changes are made to the way a machine is operated.

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This assessment pairs UL experts with your key sta roles to perform an in-depth assessment of the machine. UL experts will facilitate machine inspection, guide discussion and provide an ...

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Purpose: Use this document to identify potential hazards associated with work tasks, processes and equipment, and to identify the most effective risk controls to eliminate or (if elimination is ...

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