

RISK ASSESSMENT – USE OF PALLET TRUCKS

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Using a standard hydraulic pallet truck	Staff	Failure to use the truck properly may lead to a loaded truck running out of control and overturning with the falling load causing physical injuries	3	3	9	<ul style="list-style-type: none"> All staff that operate standard pallet trucks to be trained in their use. Staff to control the truck movement when it is loaded by using the drive and parking brake mechanisms. Staff to ensure that the forks are suitably placed under the pallet to be moved. 	2	2	4
As above	As above	Overloading a pallet truck may result in the truck failing causing the load to fall resulting in physical injuries	3	3	9	<ul style="list-style-type: none"> All pallet trucks to be marked with their safe working load. All staff to be trained to understand the loading limitations of each truck. 	2	2	4
As above	As above	Pallet truck may be run over the user's foot if the user is distracted, resulting in foot injuries	3	3	9	<ul style="list-style-type: none"> All staff who use pallet trucks to wear protective footwear. All staff to receive a safety briefing on the use of pallet trucks and the need to observe safe working practices. 	2	2	4
As above	As above	Mechanical failure of a pallet truck may lead to the load falling resulting in physical injuries	4	3	12	<ul style="list-style-type: none"> All pallet trucks to be regularly inspected for wear. All pallet trucks to be regularly maintained including topping up of hydraulic fluids. 	2	2	4

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			L	S	DR		L	S	DR
Improper use of a pallet truck	Staff	Horseplay involving pallet trucks may lead to physical injuries from by slips and falls	4	3	12	<ul style="list-style-type: none"> All users of pallet trucks to receive training in their use. Supervisors to regularly check for the misuse of pallet trucks. Disciplinary action to be taken against staff who misuse pallet trucks. 	2	2	4

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)
 SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)
 Degree of Risk (DR) = LIKELIHOOD x SEVERITY

* Numbers used are for illustrative purposes only.

** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

Signed originator.....

Job title.....

Date completed.....

Date for revision.....

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