

Generic Risk Assessment Report

TASK: Bolt Torque Tightening (Generic)		Job No:	Page 1 of 5
TECHNICIAN COMPLETING TASK:	LOCATION:	Assessed By:	Date: 04.01.06
		Reviewed By:	Date: 05.01.06

MINIMUM REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

Hydratight Approved: Coveralls, Steel toe Cap Boots, Safety Glasses, Stout Gloves, Head Protection and any other Site Requirements

BASIC STEPS OF THE JOB	POTENTIAL HAZARDS	PERSONS AT RISK	CONTROL MEASURES IN PLACE	LIKELIHOOD 1-5	SEVERITY 1-5	RESULT
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1.0 Presence on Site							
1.1	Report to the client contact to assess permit and site requirements.	Inadequate permit or permit missing. No Induction.	Technician	Liaise with client to ensure correct permits and inductions.	2	3	6
		Site Emergency	Technician General Public Others in Area	Ensure correct site induction has been attended; know where muster point/refuge is located. Ensure emergency telephone number is known. Know the correct procedure for raising the alarm	2	2	4
		Taking vehicles onto site	Technician Others in Area	Ensure vehicles are road worthy. Obtain the correct vehicle passes in line with site requirements. Vehicles only to be driven by competent personnel. Obey site speed limits. Wear seat belts at all times	1	3	3
1.2	Review torque tightening task and location	Incorrect equipment for the job	Technician	Review job requirements and liaise with Hydratight Supervisor/Engineer	1	3	3
		Incorrect identification of task, equipment or location	Technician Others in Area	View workscope with clients representative to ensure correct task, equipment and location have been identified	1	3	3
		Proximity to protruding plant or equipment	Technician	Liaise with client to ensure there is sufficient room to mount equipment	2	3	6
		Proximity to other work parties	Technician Others in Area	Consider staggering work activities; raise awareness of both parties if it is essential to work in close proximity. Barrier off immediate work area and post warning signs.	2	3	6
		Poor work location	Technician	Discuss with client to arrange alterations, i.e. lagging removal, air movers, etc.	2	3	6

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1.0 Presence on Site (continued)

1.2	Review torque tightening task and location (continued)	Working in confined space or areas with restricted access	Technician	Ensure all in the work party are aware of escape routes in the event of an emergency. Ensure equipment can be operated safely, taking into account any moving parts. Consider posting a standby man to raise the alarm in event of an emergency	1	4	4
		Working at height	Technician	Scaffold to be erected by main contractor. Check that it is tagged and has been inspected within the last seven days Carry out a visual inspection to ensure that the scaffold is fit for the purpose required.	1	4	4
		Manual Handling of Equipment	Technician	Use trolleys etc to move equipment into the area required. Consult scaffolding and rigging authorities for access at height. Carry out a manual handling assessment	1	2	2
		Areas barriered off	Technician Others in Area	Never cross or remove barriers erected by other work groups. Consult with permit authority if barriers restrict access and/or egress to work site.	2	3	6
		Other local hazards	Technician Others in Area	Carry out a Job Specific Risk Assessment	-	-	-

2.0 Set up Equipment

2.1	Fit wrenches onto the workpiece	Manual handling	Technician Banksman Others in Area	Carry out a manual handling assessment. Use certified lifting aids if required. Cranage and slinging to be done by trained, competent personnel using appropriate certified lifting equipment.	1	3	3
		Defective equipment	Technician Others in Area	Carry out a visual inspection of equipment prior to use. Any defective equipment should be quarantined, awaiting removal from site.	1	3	3
2.2	Connect air supply to pump	Air connectors coming undone	Technician Others in Area	Always use whip checks and pins on all air connections. Ensure all air fittings are compatible and no jubilee clips are fitted. Carry out a visual inspection of the fittings and hose	2	3	6
		Trailing hoses	Technician Others in Area	Ensure all air hoses are routed where they will not get damaged or cause a trip hazard	2	2	4

2.0 Set up Equipment (continued)

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2.2	Connect air supply to pump (continued)	Pump not connected to the correct power supply	Technician Others in Area	Ensure compressed air supply is properly identified prior to connection	2	3	6
		Electrical hazards	Technician Others in Area	Before using electrical equipment ensure it is visually inspected fro damage, especially to insulation and safety devices. All electrical equipment must carry a valid P.A.T. sticker or certificate. Always use the lowest possible voltage rated equipment, 110v where possible. Never work in wet conditions with electrical equipment.	2	3	6
		Foreign bodies in air hose	Technician	Check with client before borrowing hoses to ensure that they are compressed air hoses and have not been used for any other medium	2	2	4
2.3	Connect hydraulic hose	Incompatible/faulty hydraulic fittings leading to leakage of hydraulic fluid	Technician	Use correct and compatible connections at all times. Check that the correct ratings of fittings are being used. Change or repair faulty fittings	2	2	4
		Slip hazard	Technician Others in Area	Clean up any spilt hydraulic fluid at once using absorbent granules or similar. Always dispose of oil and equipment used to clean up spills in line with site procedures	2	3	6
3.0 Carry out the work							
3.1	Carry out the task to the agreed standard	Hazards present at location of workscope	Technician	Examine work area for moving machinery and traffic movement, and have made safe before start of work. Hot pipe work, and have covered or isolated before start of work. Dust and fumes, and have dampened or removed before start of work. Other contractor activity, and arrange co-ordination before start of work. Restricted access, and have improved or make special arrangements to safeguard activity. Read Permit to Work for instructions.	2	2	4
		Awkward / poor access to application	Technician	Discuss safest method with client's representative. Consult Hydratight operations for non-standard tool attachments. Carry out Risk assessment before starting work. Never hold a wrench in position while a second person applies power unless the operator has full vision of your hands and can hear your instruction. If this can not be achieved the wrench must be held in position by other means.	2	3	6
3.0 Carry out the work (continued)							
3.1	Carry out the task to the agreed standard	Incorrect handling of equipment	Technician	Wear general purpose Rigger gloves at all times	3	3	9

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(continued)	Two man operations	Technician	when handling equipment. Be aware of the reaction of the wrench when applying power. Keep hands and fingers clear from all pinch points. One person operation preferable, unless wrench cannot be handled / operated safely, in these situations both verbal and visual communication should be maintained at all times. The pump motor must be stopped before lifting the equipment to and from the application, ensure hands are free before energizing the wrench		2	3	6
	Noise	Technician Others in Area	Ensure all silencers are fitted to the pump. Wear hearing protection appropriate to the noise generated by the equipment		1	3	3
	Release of hydraulic oil under pressure	Technician Others in Area	Ensure hoses have been tested. Never exceed maximum working pressure of the system being used. Never pressurize unconnected hydraulic fittings. Follow Hydratight procedures at all times. Barrier off immediate work area to keep out unauthorized personnel. Erect no-entry signage.		1	3	3
	Sudden release of energy causing dangerous movement of tools.	Technician	Equipment must be the correct type for the application. Always ensure good solid reaction points. Ensure reaction arm is correctly fitted and secured to wrench. Be aware of backing spanner movement as wrench is operating ensure they are secured by tying off or other means.		2	3	6
	Leaving the equipment unattended	Others in Area	Always isolate equipment from power source when not in use, remove tools from application and bleed air from the system.		1	3	3
	Dropping of tooling during the torque tightening process.	Technician Others in Area	Restraint ropes to be used on hand tools. If working at height. Always use a retaining pin in sockets Barrier off the area below and post no-entry signage. Do not place hand tools on top of workpiece.		1	4	4

3.0 Carry out the work (continued)							
3.1	Carry out the task to the agreed standard	Use of hydraulic oil and lubrication for nuts	Technician	Handle and use in line with COSHH data sheet.	2	3	6

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3.2	(continued)	and bolts		Clean up any spilt hydraulic fluid at once using absorbent granules or similar. Wash hands before eating/drinking or smoking			
		Damage to tool/socket during tightening procedure.	Technician	Ensure that the wrench is reacting correctly as outlined in Hydratight procedures. Always use impact sockets. Do not strike or modify any equipment	2	3	6
	Maintain a clean working environment during the operation.	Slips, trips and falls	Technician Others in Area	Always keep work area tidy. All waste to be disposed of in accordance with site rules.	1	3	3
4.0 Pack away the equipment							
4.1	Remove equipment from workplace	Manual handling	Technician Banksman Others in Area	Carry out a manual handling assessment. Use certified lifting aids where possible. Cranage and slinging to be done by trained, competent personnel using appropriate certified lifting equipment. Use gloves when handling the wrenches	1	3	3
5.0 Complete the Required Documentation							
5.1	Complete all necessary documentation and have them signed by a customer representative.	Incorrectly filled out documentation can lead to poor traceability and may lead to incorrect mobilization of equipment should the job occur again.	Technician	Take care when filling out data, any details that are not clear should be checked with the client representative.	1	3	3

Required Actions:

All technicians to abide by the contents of this risk assessment and relevant procedures.
 Only trained and competent personnel to undertake this activity
 All technicians to carry out a Job Specific Risk Assessment on form **F-SAF-0045**

Target Dates & Priority: