



VicForests Contractor Machinery Audit

Contractor: _____

Equipment: _____ (Fleet No. if present)

VF Auditor: _____

Date: _____

| Question | Requirement | Risk rating | Rating | If non compliance describe issue | Action Required | Action Date | Specification: |
|----------|--|-------------|--------|----------------------------------|-----------------|-------------|---|
| 1 | ROPS - The roll over protection present (Label to confirm AS 2294.2 or ISO 8082) NOTE: Excludes excavators | Critical | | | | | Label to have following information: a) Name and address of manufacturer. b) ROPS/FOPS/OPG ID number. c) Machine make, model (for ROP design mass also shown). d) Australian Standard number structure meets performance requirements for. If structure shows signs of heavy damage, confirmation needs to be given that Label is current based on follow up inspection. |
| 2 | FOPS - The falling object protective structure present (Label to confirm AS 2294.3 or ISO 8083). | Critical | | | | | |
| 3 | Bullet Resistant Front Protective Screens on all machinery fitted with mechanical saws | Critical | | | | | 19mm Polycarbonate material (Marguard or Lexan). |

| | | | | | | | |
|----|---|----------|--|--|--|--|---|
| 4 | OPG/OPS - Protective screens are fitted in the required locations on the machine | Critical | | | | | Canopy enclosed in steel mesh/ expanded mesh/ combo of horizontal & vertical bars/ polycarbonate sheeting/ armoured glass (not for front screen on mechanical saw equipped machines - as for 3) |
| 5 | Windows (other than protective screens as in 3) in a serviceable condition | Medium | | | | | Vision not impaired by cracks or scratches |
| 6 | Emergency Exits - At least 2 exits available to the operator | High | | | | | Capable of being operated from inside and outside the cabin |
| 7 | Steps and Grab Rails - All steps and grab rails are in a serviceable condition | Critical | | | | | 3 Point contact can safely be made with ease |
| 8 | Extinguishers - A 4.5 kg powder extinguisher is fitted to this machine, | Critical | | | | | Tagged and tested and is in a serviceable condition, accessible and secured in bracket |
| 9 | Operator Manual - The operator's manual is available on site to the operator | Medium | | | | | Manual matches the machine type and model |
| 10 | Decals - All of the warning decals required by the manufacturers and or companies risk assessments are present and legible. | High | | | | | Reference Operator Manual and contractors Safety Management System (Critical decals- safe distance and exits) |

| | | | | | | | |
|----|---|--------|--|--|--|--|--|
| 11 | Control Labels - All control levels (including High isolation equipment) are suitably identified to indicate their nature and function. | High | | | | | Reference Operator Manual and contractors Safety Management System |
| 12 | Slip Resistant Surfaces - All surfaces are fitted with slip resistant material that is in a serviceable condition where required. | Medium | | | | | Ensure all surfaces that are required for access and/or maintenance or servicing are covered in slip resistant material |
| 13 | Loose Items - No loose or unrestrained items are present in the operators compartment | High | | | | | |
| 14 | Seatbelt fitted | High | | | | | Belt is serviceable with locking mechanism in working order and belt not torn or worn. In service as per manufacture date. |
| 15 | Lock on door | Medium | | | | | Lock serviceable |
| 16 | Two Way Radio communication available | Medium | | | | | Radio operable |
| 17 | Daily maintenance sheet - available and in use | Medium | | | | | Last maintenance less than 1 week old |

Attach photographs were necessary

Where machine has been stood down, photograph/s of issue MUST be provided with audit

| Rating | Criteria requiring compliance to a published standard |
|--------|---|
| 0 | Element not present |
| 1 | Available but with serious defect |
| 2 | Available but with minor defects |
| 3 | Fully compliant to the standard |

Follow Up Period

| Rating | | 0 | 1 | 2 |
|-------------|----------|-----------|-----------|-------------------|
| Risk Rating | Critical | Immediate | Immediate | 24 hrs |
| | High | Immediate | 24 hrs | Week |
| | Medium | 24 hrs | Week | Month |
| | Low | Week | Month | Next System Audit |

NOTE: “Immediate” requires machine to stop work with immediate effect until issue rectified.