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| **Company:**  | **Workplace Location:**  |
| **Prepared by:**  | **Date:** |
| **TASK** | **HAZARD** | **LEVEL OF RISK** | **CONTROL METHOD** |
| Potting up Plant Material  | Pinch points, crush injuries | **Moderate** | While working with the potting machine, workers are required to ensure all proper guards are installed and working on potting equipment as well as following all SWPs in operation of the equipment. Keep hands out of small areas close to moving pieces. Do not operate alone.  |
| RMI from Repetitive Movement | **Moderate**  | Switch duties on potting machine whenever possible to avoid RMIs. At minimum, duties should be switched out after each break period (approx. 2 hours). This would include stacker switching with tray loader, etc.  |
| Muscle Strain from Lifting Trays and flats of plant material | **Moderate** | Ensure proper lifting procedures are completed, keep load close to the body and avoid twisting of back and hips while turning with load. Move your feet and turn your whole body while palletizing potted trees. Place plant trays across from body along conveyor to prevent twisting motions during plant placement. |
| Potting Machine Equipment | Emergency Shut-off Not being easily accessible | **Moderate** | At beginning of the conveyor system machine’s emergency shut-off switch is not easily reached. Re-locating the switch, possibly on ground for a step switch to mitigate. Switch at end of conveyor belt to be zap strapped in an easily reached location.  |
| Multiple sensors and emergency switches | **Moderate**  | Sensors and emergency switches are located throughout the machine, but cannot be solely relied upon for protection of workers. Assess and guard machine in high risk pinch/crush areas on machine.  |
| Master Shut-Off Switch to be installed | **Moderate** | A master shut off switch that powers all aspects of the machine is to be installed in the same room the potting machine is located in the event of an emergency |
| Loading Soil Hopper on Potting Machine | Crush and Impact with Tractor | **Moderate** | Have a set “no-go” zone for workers in area between soil pile and hopper whenever possible. Ensure horn, lights and all other safety gear is working on loader before operating. Worker must be trained on tractor for competency.  |
| Dirt and Dust in Eyes from Dumping Soil | **Moderate** | When loading soil into hopper, ensure there are not workers the vicinity. Operator to be wearing appropriate eye protection when soil is dumped. This is especially important when loading dry soil or loading on windy days.  |
| Injury during mounting/dismounting Tractor | **Low** | Ensure operators know the three point contact requirement for mounting and dismounting to avoid slips and falls off loader.  |
| **Other Recommendations:** |

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