MANITOU MSI / MH / MC

Plant risk assessment and site verification

ISSUE CONTROL

Revision FC-2026.09.3. Issued 23 September 2026. Scheduled review 22 September 2028 (unchanged). Applies to Queensland construction sites. Document owner: Forklift Co Service Manager. Status: issued master assessment; site validation and authorisation required.

SCOPE

MSI 25-30-35 / MH 25 / MC 18-25-30. Covers normal operation with approved forks, pre-start inspection, loading/unloading and routine maintenance controls. Assess each actual machine, attachment, location and work method before use. It is not a standalone SWMS for high risk construction work.

MODEL AND CONFIGURATION LIMITS

Use the actual machine identification, tyre configuration, capacity plate/chart and operator manual. Do not transfer coverage to another model merely because it looks similar. Forklift Co confirms MC18/MC25/MC30 have FLT34 masts, 1,988 mm lowered mast height and open canopies. This is not overall clearance. Source enclosed-cab assumptions do not apply. Confirm overhead protection and attachment capacities on the unit.

EXCLUDED UNTIL SEPARATELY ASSESSED

Lifting people, suspended loads/crane duties, other attachments, abnormal recovery, structural modification, confined spaces and special hazardous environments require their own approvals, competent assessment and task controls. No site inspection, manufacturer certification or principal-contractor approval is asserted by this issue.

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Before the machine is accepted on site

Site / principal contractor / work area

Fleet number / serial / make / exact model

Mast / tyres / attachment / rated capacity chart reference

Operator / licence class and expiry / competence evidence

SWMS number / revision / task and site induction

Service record / last inspection / defect clearance

LICENSING AND EVIDENCE CHECK

Mast forklifts: verify a current LF high risk work licence and familiarity with this unit; LO is a different class. Record construction induction and site training as applicable.

HOLD POINT

Before release, confirm current operator manual and safety bulletins with the supplier, correct load plate/chart, machine condition, service evidence, applicable registration requirements, traffic and electrical plans, SWMS and worker consultation. Missing essential evidence means hold the plant/task for review; do not tick acceptance from the issue date alone.

Risk method, responsibilities and review

ASSESS AT THE ACTUAL SITE

For each hazard on pages 4-6, record initial likelihood (L), severity (S) and risk (R=L x S), then reassess after controls are implemented and verified. Blank ratings are intentionally unassessed, not low risk. Record further hazards on page 7. Use the principal contractor matrix instead if required and identify it here.

RATING GUIDE

Likelihood: 1 rare; 2 unlikely; 3 possible; 4 likely; 5 almost certain. Severity: 1 minor first aid; 2 medical treatment; 3 serious injury/time lost; 4 permanent disability; 5 fatality/multiple fatalities. This is a screening method, not a legal compliance certificate.

DANGER / RISK MATRIX - likelihood (L) x severity (S)

LIKELIHOOD	Severity 1	Severity 2	Severity 3	Severity 4	Severity 5
5 Almost certain	5 Moderate	10 High	15 High	20 Extreme	25 Extreme
4 Likely	4 Low	8 Moderate	12 High	16 High	20 Extreme
3 Possible	3 Low	6 Moderate	9 Moderate	12 High	15 High
2 Unlikely	2 Low	4 Low	6 Moderate	8 Moderate	10 High
1 Rare	1 Low	2 Low	3 Low	4 Low	5 Moderate

ACTION BANDS

1-4 Low: maintain and monitor. 5-9 Moderate: implement controls and obtain supervisor authorisation. 10-16 High: do not start until further controls reduce the risk and a competent reviewer authorises work. 17-25 Extreme: stop and redesign the task. A low score never permits an absent legally required control.

CONTROL ORDER AND OWNERSHIP

Eliminate the exposure where practicable; otherwise use substitution, isolation and engineering controls, supported by procedures/training and PPE. Service Manager: plant condition, documents and maintenance. Site supervisor/PCBU: site hazards, traffic, SWMS, consultation and monitoring. Operator: pre-start, safe operation and reporting. Carrier/technician: task competence and transport/isolation controls.

REVIEW FREQUENCY

24 months is Forklift Co scheduled review policy, not a universal statutory expiry period. Review sooner when controls fail, a new hazard is found, work/plant/attachments change, an incident occurs, consultation identifies a need or the relevant HSR requests review. Update the SWMS when affected controls change. Keep the completed site copy and issue history.

Operation: people, stability and loads

1. Traffic and reversing

Potential harm: Crushing, collision or fatal injury.

Separate pedestrians with barriers and controlled crossing points. Plan delivery/loading exclusion areas and visibility. Agree signals with a trained spotter where required; stop if the spotter is lost from view. Check warning devices, mirrors and cameras. Set speeds for surface, visibility and load. No passengers.

Responsible: Site supervisor / operator

Initial L / S / R	Residual L / S / R	Verified by / date / evidence

2. Ground, slopes and stability

Potential harm: Rollover, overturn or collapse of ground / edge.

Assess ground support, ramps, drains, excavations and slab capacity for the laden machine. Keep safe setbacks determined by the site assessment. Follow the actual manual for slopes, travel and turning; keep load/boom in the stated travel position. Check tyres and pressures. Use fitted restraints; never defeat protective devices.

Responsible: Site supervisor / operator

Initial L / S / R	Residual L / S / R	Verified by / date / evidence

3. Load, attachment and lifting

Potential harm: Dropped load, structural failure or crushing.

Confirm load mass, centre and security. Read the actual capacity plate/chart for the mast or boom, lift height/reach and attachment. Inspect fork wear, locks, carriage and load support. Use approved attachments and positive locking. Keep people outside the lifting zone and never under a raised load. Do not use the nominal model capacity as the limit at every height.

Responsible: Operator / Service Manager

Initial L / S / R	Residual L / S / R	Verified by / date / evidence

Operation: environment and transport

4. Powerlines and overhead clearance

Potential harm: Electric shock, electrocution or overhead collision.

Identify all overhead and underground electrical assets and consult the electricity entity where needed. Establish the applicable exclusion zone under current Queensland electrical requirements; allow for full plant/load movement, sag and sway. Isolate/de-energise or redesign the route where practicable. Stop if clearance or voltage is unknown. Use the site electrical plan, not a generic assumed distance.

Responsible: Site supervisor / operator

Initial L / S / R	Residual L / S / R	Verified by / date / evidence

5. Mounting, visibility and operator exposure

Potential harm: Falls, collision, hearing injury, heat illness or fatigue.

Keep steps and handholds clean; maintain three points of contact. Adjust seat, mirrors and restraint before travel. Check sight lines, lighting, weather and visibility. Provide task-appropriate sun, noise, dust and eye protection, hydration and breaks. Stop when visibility, wind or weather prevents safe work. Protect people by changing the task before relying only on PPE.

Responsible: Operator / site supervisor

Initial L / S / R	Residual L / S / R	Verified by / date / evidence

6. Parking, loading and transport

Potential harm: Runaway plant, falls from ramps or unrestrained transport load.

Use a suitable level loading area and rated ramps; keep others outside the zone. Carrier verifies the actual mass, centre of gravity, loading sequence and restraint plan using designated points. Park as the manual directs: lower equipment, neutralise controls, apply brake, stop and secure against unauthorised use. Do not leave plant obstructing emergency access.

Responsible: Carrier / operator

Initial L / S / R	Residual L / S / R	Verified by / date / evidence

Maintenance, fuels and incident response

7. Defects, servicing and stored energy

Potential harm: Unexpected movement, crush injury or hydraulic injection.

Conduct documented pre-start checks and maintenance to manufacturer instructions. Isolate/tag defects; only competent authorised personnel may release the plant. Isolate all energy, depressurise and support raised parts using the approved method before maintenance. Never search for a pressure leak by hand. Keep service, repair and inspection evidence linked to the unit.

Responsible: Service Manager / technician

Initial L / S / R	Residual L / S / R	Verified by / date / evidence

8. Fuel, LPG, battery and hot surfaces

Potential harm: Fire, burns, explosion, chemical exposure or exhaust poisoning.

Refuel/charge only in an appropriate ventilated area with ignition controls and spill response. Follow the fuel/battery instructions and SDS. Keep people clear of hot surfaces; allow cooling. Do not use combustion plant where exhaust cannot be safely controlled. Use qualified gas workers for LPG repairs and competent personnel for electrical/battery work.

Responsible: Operator / technician

Initial L / S / R	Residual L / S / R	Verified by / date / evidence

9. Breakdown, incident and changed conditions

Potential harm: Further injury during recovery or continued unsafe work.

Stop, isolate and barricade the area. Follow the site emergency plan; call 000 where needed and notify supervision. Only competent personnel may plan recovery/towing using manufacturer instructions. Preserve the scene where required and escalate notifiable incidents. Review affected controls after incidents, new hazards, plant changes or ineffective controls before resuming.

Responsible: Site supervisor / Service Manager

Initial L / S / R	Residual L / S / R	Verified by / date / evidence

Site controls, consultation and authorisation

Additional hazards / initial and residual risks / controls

Outstanding actions / responsible person / due date

Workers and representatives consulted / date

Control evidence / traffic and electrical plan / emergency arrangements

Competent assessor name / role / signature / date

Site supervisor / PCBU authorisation / date / restrictions

RELEASE DECISION

Record: accepted for stated task / accepted with restrictions / not accepted. Confirm required controls are in place, residual risks are acceptable and workers understand the task SWMS. Principal-contractor receipt/review does not remove any duty holder responsibility. Site acceptance is specific to this plant and task.

Version history and current reference register

VERSION HISTORY

Original source: A, 1 May 2025. FC-2026.09: 22 September 2026, document-control and site-check supplement. FC-2026.09.2: 22 September 2026, Queensland-specific replacement master, current electrical reference, lifecycle hazard register and fillable site verification. Superseded files remain in FCOS version history and are not the active assessment.

R1 Queensland Work Health and Safety Act 2011

R2 Queensland Work Health and Safety Regulation 2011 (current)

R3 Queensland Electrical Safety Regulation 2026

R4 Managing risks of plant Code of Practice 2021 (September 2026 publication)

R5 WorkSafe Queensland: Forklifts

R6 WorkSafe Queensland: Forklift truck licensing

R7 WorkSafe Queensland: Multi-purpose tool carrier licensing

R8 WorkSafe Queensland: Electrical exclusion zones

R9 WorkSafe Queensland: Safe work method statements

REFERENCE CHECK AND LIMITS

Legal/regulator web references checked 22 September 2026. Apply WHS duties and the relevant Queensland codes. Historic manufacturer references were reviewed as input, not represented as newly approved by the manufacturer. Current serial-specific manuals, safety bulletins, engineering compliance and physical condition still require evidence from the supplier and competent onsite reviewer. No manufacturer sign-off has been fabricated.

SWMS AND DOCUMENT CONTROL

High risk construction work involving powered mobile plant needs a task/site SWMS covering hazards, controls and implementation/monitoring. Provide it to the principal contractor before work and keep it available. This master assessment supports that process; it does not replace it. Download a fresh current issue from FCOS and retain the completed site record.

CURRENT REVISION - FC-2026.09.3 / 23 September 2026

Added the visible 5 x 5 danger/risk matrix on page 3. Risk ratings, action bands, controls, fillable fields and scheduled review date are unchanged. FC-2026.09.2 is retained in the FCOS version history.