

Is there a past experience or background material that may assist in the assessment:

Existing controls
 Safe Operating Procedures
 Manuals
 Incident or near-miss reports

Standards
 Code of Practice
 Training materials
 Incident investigations

- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2011
- AS 1319 Safety Signs for the Occupational Environment
- AS/NZS 2210 (1980) Type 1 Safety Footwear
- AS/NZS1337:1:2010 – Personal Eye and face protection
- AS/NZS 2161.1 Occupational Protective glove
- AS 2664-1983 Earthmoving machinery - Seat belts and seat
- AS 2294.1-1997 Earth-moving machinery - Protective structures
- How to Manage Work Health & Safety Risks
- Hazardous Manual Tasks
- Managing the Work Environment & Facilities
- Work Health & Safety Consultation, Cooperation & Coordination
- Construction Work
- Managing Risks of Hazardous Chemicals
- Working in the vicinity of overhead and underground electric lines
- Managing the risks of plant in the workplace
- Plant operator’s manual

This document has been prepared to cover the hire or sale of this item of plant between the client and Orange Hire/Jaybro group
 This document is authored and made available to the client to meet duty of care obligations as set out in relevant state and territory health and safety regulations for the supply of plant.
 The hazards associated with all aspects of this item of plant have been identified as far as practical by visual inspection by a qualified person. This item of plant is hired/sold with known and unknown safety hazards. No physical testing has been conducted unless documented otherwise. This document is not intended to provide definitive information on the structure, specification or use of the item of plant. Any information provided on use and specs either written or verbal from Orange Hire Staff should be used as a guide only until otherwise verified by the manufacturer. This item of plant, the site it operates on and the task it undertakes should be risk assessed by the client. This plant must be operated in accordance with relevant standards, regulations and acts. Under common law and relevant state and territory health and safety acts, regulations and codes of practice, there is a requirement for the plant owner, PCBU and operator to exercise a duty of care in the safe operation and care of plant. Before this item of plant is used at any workplace it must be inspected to ensure it is in a fully operational, safe and serviceable and that operators and maintenance personnel are appropriately trained in the use & maintenance of this item of plant.

Hierarchy of risk control

<p>HIGHEST</p> <p>↑</p> <p>Level of health and safety protection</p> <p>↓</p> <p>LOWEST</p>	<p>Level 1</p> <p>Eliminate the hazards</p> <p>↓</p>	<p>MOST</p> <p>↑</p> <p>Reliability of control measures</p> <p>↓</p> <p>LEAST</p>
	<p>Level 2</p> <p>Substitute the hazard with something safer</p> <p>Isolate the hazard from people</p> <p>Reduce the risks through engineering controls</p> <p>↓</p>	
	<p>Level 3</p> <p>Reduce exposure to the hazard using administrative actions</p> <p>Use personal protective equipment (PPE)</p>	

RISK MATRIX

Step 1: Determine Likelihood	
What is the possibility that the event will occur?	
Likelihood	Criteria
Almost certain	Expected in most circumstances.
Likely	Will probably occur in most circumstances
Possible	Might occur at some time
Unlikely	Could occur at some time

Step 2: Determine Consequence			
What will be the expected outcome?			
Level of Effect:	Example of each level:	Level of Effect:	Example of each level:
Minor	First Aid treatment only; no lost time injury	Negligible Discharge	Minor clean up necessary
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days	Moderate Breach	Spill kit deployed, drains and gutters secured; Jaybro/Orange Hire personnel and site contact notified
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death	Major Breach of Environmental Statutes	Fire brigade services required for clean-up; Public diverted or evacuated. Principal Contractor notified.
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths	Shutdown of Project due to Environmental Breach	Site shutdown and emergency services required; evacuation of personnel and public

Step 3: Determine the risk score						
Using the above steps, determine the risk score?						
		Consequences				
		People	Minor	Moderate	Major	Catastrophic
		Environment	Negligible Spill/effect	Moderate Breach of Environmental law	Major Breach of Environmental law	Shutdown of Project due to Environmental Breach
Likelihood	Almost certain	3 High	4 Severe	4 Severe	4 Severe	
	Likely	3 High	3 High	4 Severe	4 Severe	
	Possible	2 Moderate	3 High	4 Severe	4 Severe	
	Unlikely	1 Low	2 Moderate	3 High	4 Severe	

Step 4: Record risk score on worksheet (Note – Risk scores are a subjective value and should only be used for comparison and to engender discussion.)	
Score	Action
4 Severe	DO NOT PROCEED. Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
3 High	Review before commencing work. Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

Identify the Hazards and Risk Controls

<p>For each of the following HAZARD CATEGORY sections:</p> <ul style="list-style-type: none"> • Check the box for each hazard that you identify for the plant; • Apply a risk rating based on the Risk Matrix • In the comments box, describe what the hazards are and the consequences; • Specify the risk control type from the hierarchy of control at right, for each current or proposed risk control; • Explain what controls will be put in place for the hazard in CONTROL DESCRIPTION • Determine the residual risk score using the Risk Matrix 	<p>Hierarchy of Control (Control Type)</p> <p>EI – Elimination S – Substitution En – Engineering Is – Isolation A – Administrative</p> <p>Other:</p> <p>T – Training H – Health Monitoring P – PPE G – Guarding</p>
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HAZARD CATEGORY	RISK RATING	COMMENTS WHAT ARE THE HAZARDS AND CONSEQUENCES?	CONTROL TYPE	CONTROL DESCRIPTION (CURRENT AND PROPOSED)	RESIDUAL RISK RATING
<p>Can the following items become <u>ENTANGLED</u> with moving parts of the plant, or materials in motion:</p> <p> <input checked="" type="checkbox"/> Hair <input checked="" type="checkbox"/> Jewelry <input type="checkbox"/> Rags <input checked="" type="checkbox"/> Gloves <input checked="" type="checkbox"/> Clothing <input type="checkbox"/> Other – specify: _____ </p>	2M	<p>Rotating parts</p> <ul style="list-style-type: none"> • Choking, scalping, laceration, death or serious injury 	PPE – T-A-G	<ul style="list-style-type: none"> ▶ Never grab or touch a rotating machine part. ▶ Avoid wearing clothing, neck ware or gloves that may get caught. ▶ Cover long hair with a hair net. 	1L
<p>Can anyone be <u>CRUSHED</u> due to:</p> <p> <input checked="" type="checkbox"/> Falling, uncontrolled or unexpected movement of plant or load <input checked="" type="checkbox"/> Trapped under or between plant and materials/structure <input type="checkbox"/> Contact with moving parts during testing, inspection, maintenance, cleaning or repair <input type="checkbox"/> Being thrown off <input checked="" type="checkbox"/> Tipping or rolling over <input type="checkbox"/> Ingathering nip points <input type="checkbox"/> Other – specify: _____ </p>	3H	<p>Lifting hazard</p> <ul style="list-style-type: none"> • Death, serious injury <p>Loading and unloading hazard</p> <ul style="list-style-type: none"> • Death, serious injury <p>Unexpected movement hazard</p> <ul style="list-style-type: none"> • Death, serious injury <p>Tipping or rolling</p> <ul style="list-style-type: none"> • Death, serious injury 	T-A-En	<ul style="list-style-type: none"> • Check the machine is intact and free of damage to lift points and guards. ▶ Ensure lifting equipment is appropriate for weight and free of damage. ▶ Never tow the machine. ▶ Never walk or stand under a lifted machine. ▶ Only lift the machine by a hook on the frame. ▶ Never lift the machine by the engine's lifting eyelet ▶ Check that the shock absorbers, safety straps and protective frame are correctly attached and not damaged. ▶ Check the machine's data plate for information of the weight. 	2M

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HAZARD CATEGORY	RISK RATING	COMMENTS WHAT ARE THE HAZARDS AND CONSEQUENCES?	CONTROL TYPE	CONTROL DESCRIPTION (CURRENT AND PROPOSED)	RESIDUAL RISK RATING
				<p>▶ Before lifting the machine check that the shock absorbers and safety frame lifting point are correctly attached and not damaged.</p> <ul style="list-style-type: none"> • During transportation always strap the machine securely for all transportation, otherwise it can cause injury. <p>▶ Use the front and rear towing attachments points to secure the machine.</p> <p>▶ Use the parking brake.</p> <p>▶ The transmitter must be placed under the rear hood in transportation mode</p> <ul style="list-style-type: none"> • Unexpected movement: If the machine breaks or gets stuck, there may be sudden and unexpected movement that can cause injuries. <p>▶ Always inspect the machine prior to use.</p> <p>▶ Never use the machine if you suspect that it is damaged.</p> <p>▶ Keep your feet away from the machine.</p> <p>▶ Never sit on the machine.</p> <ul style="list-style-type: none"> • Unexpected movement <p>If the operator is not fully familiar with the control system when operating the machine, this may lead to sudden and unexpected movements of the machine which can cause injuries.</p> <p>▶ Always study this safety and operating instructions carefully before operating the machine.</p> <p>▶ Only trained personnel who are fully familiar with the control system may operate the machine.</p> <ul style="list-style-type: none"> • Tipping or rolling 	

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				All workers and other plant must be clear of the machine while in operation. Maintain 3m clearance including above workers in trenches, ditches etc. Operator to keep machine in sight at all times. Steel capped safety footwear must be worn. Hi-visibility workwear is recommended to aide visibility All operators must refer to the operators manual	
Can anyone be CUT, STABBED or PUNCTURED by coming in contact with: <input type="checkbox"/> Moving plant or parts <input type="checkbox"/> Sharp stationary edges <input type="checkbox"/> Sharp or ejected material <input type="checkbox"/> Other – specify: _____					
SHEARING – Can anyone’s body parts be cut off between: <input type="checkbox"/> Two parts of the plant <input checked="" type="checkbox"/> A part of the plant and material/structure <input type="checkbox"/> Other – specify: _____	3H	Shearing between plant and structure/obstacle.	T-A-En	All workers and other plant must be clear of the machine while in operation. Maintain 3m clearance including above workers in trenches, ditches etc. Operator to keep machine in sight at all times All operators must refer to the operators manual	2M
Can anyone be STRUCK by moving objects due to: <input type="checkbox"/> Plant or work pieces being ejected or disintegrated <input checked="" type="checkbox"/> Plant Mobility <input checked="" type="checkbox"/> Uncontrolled or unexpected plant movement <input type="checkbox"/> Other – specify: _____	3H	Unexpected movement hazard <ul style="list-style-type: none"> • Death, serious injury 	A-T-En	<ul style="list-style-type: none"> • Unexpected movement: If the machine breaks or gets stuck, there may be sudden and unexpected movement that can cause injuries. <ul style="list-style-type: none"> ▶ Always inspect the machine prior to use. ▶ Never use the machine if you suspect that it is damaged. 	1L

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				<p>► Keep your feet away from the machine.</p> <p>► Never sit on the machine.</p> <ul style="list-style-type: none"> • Unexpected movement <p>If the operator is not fully familiar with the control system when operating the machine, this may lead to sudden and unexpected movements of the machine which can cause injuries.</p> <p>► Always study this safety and operating instructions carefully before operating the machine.</p> <p>► Only trained personnel who are fully familiar with the control system may operate the machine.</p> <p>All workers and other plant must be clear of the machine while in operation. Maintain 3m clearance including above workers in trenches, ditches etc.</p> <p>Operator to keep machine in sight at all times.</p> <p>Steel capped safety footwear must be worn.</p> <p>Hi-visibility workwear is recommended to aide visibility</p> <p>All operators must refer to the operators manual</p>	
<p>Can anyone using the plant or in the vicinity of the plant, SLIP, TRIP or FALL due to:</p> <p><input type="checkbox"/> The working environment <input checked="" type="checkbox"/> Uneven work surface</p> <p><input type="checkbox"/> Lack of guardrails <input type="checkbox"/> Poor housekeeping</p> <p><input type="checkbox"/> Slippery work surfaces <input type="checkbox"/> Cables or Hoses</p> <p><input type="checkbox"/> Other – specify: <u>truck bed</u></p>	3H	<p>Fall from height – truck bed</p> <ul style="list-style-type: none"> • Fractures, sprains/strains, serious injury <p>Fall from height- trenches</p> <ul style="list-style-type: none"> • Fractures, sprains/strains, serious injury 	A-T-Eng-G	<p>Fall from height – truck bed</p> <p>Do not access the truck bed unless authorized by site personnel.</p> <p>Edge protection should be used when accessing truck beds.</p> <p>Use three points of contact and keep clear of bed edge</p> <p>Use bed ladder or ramps to access/egress.</p> <p>Fall from height- trenches</p> <p>Operator is to perform a pre-work site</p>	1L

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HAZARD CATEGORY	RISK RATING	COMMENTS WHAT ARE THE HAZARDS AND CONSEQUENCES?	CONTROL TYPE	CONTROL DESCRIPTION (CURRENT AND PROPOSED)	RESIDUAL RISK RATING
				inspection. Remove all debris and loose material from the site and note areas of uneven or slippery surfaces. Keep clear of edge of pits, trenches or cuttings while maintaining visual contact with roller. All operators must refer to the operators manual	
FRICITION - Can anyone be burnt due to: <input type="checkbox"/> Contact with moving parts or surfaces of the plant <input type="checkbox"/> Material handled by the plant <input type="checkbox"/> Other factors – specify: _____					
Can anyone be injured by <u>ELECTRICAL</u> shock or burnt due to: <input type="checkbox"/> Damaged/poorly maintained leads and/or switches <input checked="" type="checkbox"/> Working near or contact with live electrical conductors <input type="checkbox"/> Water near electrical equipment <input type="checkbox"/> Lack of isolation procedures <input type="checkbox"/> Other – specify: _____	3H	Electrical shock <ul style="list-style-type: none"> • Serious injury or death 	A-T-En	The machine is not electrically insulated. If the machine comes into contact with electricity, serious injuries or death may result. ► Never operate the machine near any electric wire or other source of electricity. ► Make sure that there are no concealed wires or other sources of electricity in the working area. During operating, concealed wires and pipes constitute a danger that can result in serious injury. ► Check the composition of the material before operating. ► Watch out for concealed cables and pipes for example electricity, telephone, water, gas, and sewage lines. ► If the machine seems to have hit a concealed object, switch off the machine immediately. ► Make sure that there is no danger before continuing.	2M

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				Isolate item prior to maintenance All operators must refer to the operators manual	
EMERGENCY STOP BUTTONS <input type="checkbox"/> Lack of prominence of emergency stop <input type="checkbox"/> Emergency stop not being fail to safe <input type="checkbox"/> Emergency stop not red in colour <input type="checkbox"/> Stored energy or air pressure being released slowly <input checked="" type="checkbox"/> Lack of clarity of emergency stop markings <input type="checkbox"/> Restarting plant by resetting the emergency stop button <input type="checkbox"/> Other – specify: _____	2M	Damage or wear to emergency labels	A-t	Safety labels must be check for legibility regularly and replaced as needed All operators must refer to the operators manual	1L
Can anyone be injured by an <u>EXPLOSION</u> of the following items triggered by operation <input type="checkbox"/> Gas <input checked="" type="checkbox"/> Vapours <input type="checkbox"/> Other – specify: <u>ignition of explosive environment</u> <input type="checkbox"/> Dust <input type="checkbox"/> Liquids	3H	Ignition of explosive vapours, gas, liquid or environment <ul style="list-style-type: none"> Serious injury, fire, burns 	A-T	If a warm machine or hot exhaust contacts explosive liquids, gas or vapour, an explosion could occur. During operating with certain materials, sparks and ignition can occur. Explosions will lead to severe injuries or death. ► Never operate the machine in any explosive environment. ► Never use the machine near flammable materials, or fumes. ► Make sure that there are no undetected sources of gas or explosives. ► Avoid contact with the warm exhaust pipe or the bottom of the machine. The fuel is flammable and fuel fumes can explode when ignited, causing serious injury or death. ► Protect your skin from contact with the fuel. If fuel has penetrated the skin, consult a qualified health professional.	1L

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				<p>▶ Never remove the filler cap, or fill the fuel tank when the machine is hot.</p> <p>▶ Fill the fuel tank outdoors or in a clean and well ventilated place, free from sparks and open flames. Fill the fuel tank at least ten meters (30 feet) from the place where the machine is to be used. Only apply the fuel appropriate for the engine.</p> <p>No smoking while refueling. Refuel away from ignition sources such as electrical.</p> <p>Do not use a mobile phone while refueling.</p> <p>Wipe up any spills. Dispose of contaminated rags. Allow mopped-up spills to evaporate.</p> <p>Gloves must be worn when refueling</p> <p>All operators must refer to the operators manual</p>	

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<p>ENVIRONMENTAL CONDITIONS – Can anyone suffer ill health due to:</p> <p><input type="checkbox"/> Exposure to high temperatures</p> <p><input type="checkbox"/> Exposure to low temperatures</p> <p><input type="checkbox"/> Contamination of the atmosphere</p> <p><input type="checkbox"/> Failure of air conditioning or air quality control equipment</p> <p><input type="checkbox"/> Rain <input type="checkbox"/> Sun <input type="checkbox"/> Flora <input type="checkbox"/> Fauna</p> <p><input type="checkbox"/> Other – specify: _____</p>	<p>3H</p>	<p>This plant is used in an outdoor environment exposing the operator to:</p> <ul style="list-style-type: none"> • UV rays • Naturally high temperatures • Naturally low temperatures • Naturally occurring flora and fauna • Rain, wind, storms and other weather 	<p>A-PPE-T</p> <p>It is recommended that the site supervisor implement their own controls for minimizing the hazards of outdoor work.</p> <p>Some common controls are:</p> <p>Sunscreen, long sleeved shirt and pants, hats, regular breaks, water, procedures for managing fatigue, isolation or communication on hazards from flora and fauna.</p> <p>Procedures for stopping work in conditions that lessen the controls set out above.</p> <p>This plant is only to be used in daylight hours.</p> <p>All operators must refer to the operators manual</p>	<p>2M</p>
<p>HIGH TEMPERATURE or FIRE – Can anyone:</p> <p><input checked="" type="checkbox"/> Be burnt or scolded by hot parts of the plant</p> <p><input type="checkbox"/> Be injured by fire</p> <p><input type="checkbox"/> Other – specify: _____</p>	<p>3H</p>	<p>Risk of explosion or fire due to incorrect fuel handling or refueling</p> <p>Operator may be burnt or scolded on exhaust or other hot areas of machine</p> <ul style="list-style-type: none"> • Burns, scolded 	<p>A-T-G</p> <p>Keep clear of hot areas including exhaust and internal components.</p> <p>Do not perform maintenance if not competent to do so.</p> <p>Wait until unit is cooled to perform maintenance.</p> <p>The fuel is flammable and fuel fumes can explode when ignited, causing serious injury or death..</p> <p>▶ Never remove the filler cap, or fill the fuel tank when the machine is hot.</p> <p>▶ Fill the fuel tank outdoors or in a clean and well ventilated place, free from sparks and open flames. Fill the fuel tank at least ten meters from the place where the machine is to be used.</p> <p>Only apply the fuel appropriate for the engine.</p> <p>No smoking while refueling. Refuel away from ignition sources such as electrical.</p> <p>Do not use a mobile phone while refueling.</p>	<p>2M</p>

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				<p>All operators must refer to the operators manual</p> <p>Wipe up any spills. Dispose of contaminated rags. Allow mopped-up spills to evaporate.</p> <p>Gloves must be worn when refueling</p> <p>Check for fuel leaks daily.</p> <p>Only store fuel in an approved, labelled container</p>	
<p>Can anyone come into contact with <u>FLUIDS or GASES</u> under <u>HIGH PRESSURE</u> due to:</p> <p><input type="checkbox"/> Failure of the plant?</p> <p><input type="checkbox"/> Misuse of the plant?</p> <p><input type="checkbox"/> Other – specify: _____</p>					

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<p>ERGONOMIC (incl manual handling) - Can anyone be injured due to:</p> <p><input type="checkbox"/> Seating design <input type="checkbox"/> Excessive effort <input type="checkbox"/> Poor lighting</p> <p><input type="checkbox"/> Repetitive body movement</p> <p><input type="checkbox"/> Poor workplace or plant design <input type="checkbox"/> Controls layout and design</p> <p><input type="checkbox"/> Other factors – specify: _____</p>					
<p>RADIATION Can anyone be injured/suffer ill health due to:</p> <p><input type="checkbox"/> Lasers <input type="checkbox"/> Ultraviolet light</p> <p><input type="checkbox"/> Microwaves <input type="checkbox"/> Radio waves</p> <p><input type="checkbox"/> Infrared <input type="checkbox"/> Other – specify: _____</p>					
<p>Can anyone be injured or suffer ill health from exposure to OTHER HAZARDS:</p> <p><input checked="" type="checkbox"/> Chemicals <input type="checkbox"/> Fumes</p> <p><input checked="" type="checkbox"/> Vibration <input checked="" type="checkbox"/> Noise</p> <p><input type="checkbox"/> Biological <input type="checkbox"/> Dusts</p> <p><input type="checkbox"/> Lighting <input checked="" type="checkbox"/> Gases or vapours</p> <p><input type="checkbox"/> Other – specify: _____</p>	2M	<p>Hazards from fuel</p> <ul style="list-style-type: none"> Burns, sensitization, eye injury, inhalation of fumes, fire, burns <p>Vibrations</p> <ul style="list-style-type: none"> Left running may move unexpectedly due to vibration <p>Noise</p> <ul style="list-style-type: none"> Hearing damage 	A-T-PPE	<p>Chemicals</p> <p>The fuel is flammable and fuel fumes can explode when ignited, causing serious injury or death.</p> <p>▶ Protect your skin from contact with the fuel. If fuel has penetrated the skin, consult the SDS</p> <p>▶ Never remove the filler cap, or fill the fuel tank when the machine is hot.</p> <p>▶ Fill the fuel tank outdoors or in a clean and well ventilated place, free from sparks and open flames. Fill the fuel tank at least ten meters from the place where the machine is to be used.</p> <ul style="list-style-type: none"> Vibration <p>Vibrations from the engine can cause material changes, this can cause the machine to move and cause injuries.</p> <p>▶ Never leave the machine with the engine running.</p> <ul style="list-style-type: none"> Noise <p>High noise levels can cause permanent and disabling hearing loss and other problems such as tinnitus (ringing, buzzing, whistling, or humming in the</p>	

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			<p>ears). To reduce risks and prevent an unnecessary increase in noise levels:</p> <ul style="list-style-type: none"> ▶ Risk assessment of these hazards and implementation of appropriate controls is essential. ▶ Operate and maintain the machine as recommended in these instructions. ▶ If the machine has a silencer, check that it is in place and in good working condition. ▶ Always use hearing protection – class 4 <ul style="list-style-type: none"> • Gases or vapours <p>Never use this plant in confined spaces. This plant creates carbon monoxide as a by-product of internal combustion. Carbon monoxide is deadly in large quantities and may cause drowsiness.</p>	
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Endorsement					
Name:	Scott Montgomery	Position:	WHS manager	Date:	27/09/2016
Document prepared by:	Scott Montgomery	Position:	WHS manager		