

Plant & Equipment Procedure

1. Purpose

To define the system for managing plant hazards and risks in the workplace. To protect workers, visitors and other from hazards and risks associated with plant.

2. Scope

This procedure covers all aspects of plant management including design and construction, operation, inspection, maintenance and services, operator competency, safe work procedures and record keeping. In this procedure plant includes machinery, equipment, appliances, implements and tools.

3. Definitions

ANC

All land, property, buildings, warehouses, structures, installations, aircraft or vehicles owned by, controlled by or under contract or lease to ANC.

Worker

Any person who carries out work for ANC. This includes employees, contract carriers, volunteers, trainees/apprentices, work experience students and labour hire companies.

Plant

Part 1 of the Work Health and Safety Act 2011 defines plant as:

- *Any machinery, equipment, appliance, container, implement and tool; and*
- *Any component of any of those things; and*
- *Anything fitted or connected to any of those things.*

4. Objectives

- Ensure that all plant and equipment is regularly maintained and kept in good order and working condition in accordance with the manufacturer's specifications;
- To regularly inspect plant and equipment and arrange for repair if required;
- Ensure that all plant and equipment complies with legislative requirements and all required documentation is kept; and
- To ensure plant and equipment is registered as per Chapter 5 part 5.3 of the Workplace Health and Safety Regulations 2011 where required.

5. Responsibilities

Managers and Supervisors

Are responsible for ensuring all programmed maintenance is conducted at the required intervals and that all necessary resources are allocated, and systems established to enable an effective maintenance program.

Managers and supervisors are to ensure that all maintenance personnel, whether workers or contractors are suitably qualified and that such person's follow the maintenance procedure and keep all necessary documentation.

In addition, managers and supervisors shall:

- Assist in risk identification, assessment and control processes where necessary.
- Ensure workers have appropriate licence's where required to operate plant or machinery.
- Provide sufficient supervision to ensure the safety of workers.

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Workers

Have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace.

In addition, workers shall:

- Participate in training/refresher training programs where required.
- Cooperate in risk identification, assessment, and controls processes.
- Ensure the correct Personal Protective Equipment (PPE) is used when work is carried out.
- Follow all safe work procedures which address safe practices for plant or equipment.
- Obey all traffic rules and signs.
- Damaged plant shall be tagged, "Out of Service", to prevent accident start up or use.
- Complete pre-start checklists where provided.

6. Procedure

The manager or supervisor shall adopt the risk management procedure as a means of minimising risks associated with plant used at ANC for all workers on site. The risk management process will address the issues of:

- Design and construction
- Use
- Operator competency
- Safe work procedures
- Service and Maintenance
- Controlling the risks
- Record keeping

6.1. Design and Construction

- The manager or supervisor shall ensure that all plant used at the workplace conforms to relevant design standards (e.g. Australian Standards)
- Any worker authorised to purchase plant or equipment must follow the purchasing standards outlined in this document to ensure that new plant brought onto the site is subject to the procedures outlined below

6.2. Use

The manager or supervisor shall ensure that plant is only used in accordance with the manufacturer's specifications. Any plant requiring registration in accordance with Workplace Health and Safety Regulations 2011 must be registered prior to its use. A plant registrations form (from WorkCover Authority of local state) must be completed and submitted along with any applicable fees.

Each worker is required to use the plant in accordance with ANC's instructions regarding plant use. This includes:

- Taking reasonable care for other people's safety;
- Using health and safety measures, such as safeguards, appropriately
- Not interfering with, removing or rendering safety measures ineffective, e.g. by defacing safety signs or de-activating safeguards.

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6.3. Operator Competency

- Determine the level of instruction, training and supervision required to ensure safe operation and maintenance of the plant;
- Identify what people need to know to operate the plant;
- Identify the standard of performance required for different levels of supervision;
- Identify how and by whom their competency will be assessed;
- Document the training required according to the Induction and Training Procedure; and
- Maintain a register of trained workers and their “high risk work” licences where required

6.4. Safe Work Procedures

A safe work procedure is required where the lack of a procedure would increase the risk of injury when operating the plant.

The manager or supervisor shall ensure the following general rules for the safe use of plant are communicated to all workers who are required to operate plant:

- Before starting any machinery, equipment or tool, the operator shall ensure that neither he or she or any other person will be endangered by the plant or equipment’s operation;
- Any worker operating machinery, equipment or tools is to follow specific procedures and instruction manuals relating to the item of plant;
- No person shall operate any machine, equipment or tool unless specifically authorised to do so by management;
- Safety attachments shall be in place and properly adjusted being operating any machine;
- Appropriate PPE must be worn (where required)
- Do not operate defective equipment. Report any defective or hazardous equipment to your supervisor or manager;
- Do not wear loose, flowing clothing or jewellery and tie back long hair while operating plant with moving parts;
- The operator must have a clear view of the plant from the control panel or operators’ station before starting any machinery;
- Under no circumstances is worker to remove or make inoperative any safety device and/or guard without the supervisor’s authority; and
- Shut off equipment which is not in use.

6.5. Service, Maintenance and Lock out Tag out

Plant and equipment must be maintained and repaired according to the manufacturer’s specification or, in the absence of such specifications, in accordance with a competent person’s recommendations. For example, ensure fluid levels and pressures are correct and ensure brakes are functioning properly.

Plant should be isolated before maintenance or cleaning commences. Where plant is isolated and plant shutdown will result, any total or partial shutdown should not allow a hazardous situation to be created.

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Lock Out Tag Out (LOTO)

Any unsafe, unserviceable, faulty, or defective plant must not be used by any worker in the workplace. Plant in such conditions must be totally isolated from service by use of a lock-out and tag-out process. Several means of locking plant out of service are;

- To turn the plant off- Isolation.
- Remove any key, start function- Isolation.
- Report the fault or issue.
- Deenergize the plant- electrical, hydraulic, pneumatic, kinetic, or other.
- Tag the plant with a LOTO tag- do not use etc.
- Communicate the LOTO to workers.
- Register the LOTO fault.
- Repair the plant.

Only qualified and authorised personnel are to remove (or direct another worker to remove) an out of service tag from plant.

No worker is to operate an item of plant that is tagged out of service.

Example of LOTO tags-

Never operate plant with these attached and never remove them.



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6.6. Controlling the risks

You must aim to eliminate any hazardous manual tasks and any associated risks. If it is not reasonably practicable to eliminate the risk, then controls must be put in place to minimise the risk.

Control measures should be aimed at eliminating or minimising the frequency, magnitude and duration of movements, forces and postures by changing the source of risk: the work area, tool, load, environment, method of handling and/or the way work is organised.

Hierarchy of control		Examples of control measures
Level 1	Elimination	
Level 2	Substitution	<ul style="list-style-type: none"> Substitute the plant (or hazardous part of it) with plant that is safer. For example, using a hand truck instead of a forklift to move empty pallets
	Isolation	<ul style="list-style-type: none"> Separate the hazardous plant from people, either by distance or physical barrier. For example, using barriers to separate mobile plant from workers
	Engineering	<ul style="list-style-type: none"> Installing guards to prevent contact with moving parts of machinery Installing alarms to notify workers when machinery is in use
Level 3	Administrative	<ul style="list-style-type: none"> Tagging "Out of Service" system to ensure that workers are aware that the plant is isolated and must not be operated. Provide training and supervision to workers Warning signs
	Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Safety harness when cage is used on the forklift for stock take.

Note: When implementing a measure, you may choose one or a combination of controls to reduce or eliminate the risk.

6.7. Record Keeping

Managers or Supervisors shall ensure records are kept current, are retained for the life of the plant, and if sold, form part of the sale. These records should contain:

- Plant identification i.e. serial numbers, make, model
- Compliance statements or test certificates (including design registration)
- Inspections
- Servicing and Maintenance
- Major rectifications or modifications
- Risk assessments carried out on plant
- Training given to operators and maintenance personnel
- Safe work procedures

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7. Review controls

Control measures that have been implemented must be reviewed and, if necessary, revised to make sure they work as planned and to maintain a work environment that is without risks to health and safety.

You should consult with workers to obtain feedback on the plant and work processes being used and consider the following questions:

- Are the relevant workers aware of the control measures and do they understand them?
- Are the controls measures, for example guards, working effectively in both their design and operation, without creating new risks?
- Have all hazards associated with the plant been identified?
- Has the purchase of a new item of plant made the job safer?
- Are safety procedures being followed?
- Has an incident occurred in relation to the plant?
- If new legislation or new information becomes available, does it indicate current controls may no longer be the most effective?

If problems are found, go back through the risk management steps, review your information and make further decisions about risk control.

8. Related Documents

- Work Health and Safety Policy
- Daily forklift checklist
- Quarterly Site Safety inspection checklist

9. References

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Safe Work Australia Code of Practice - Hazardous Manual Tasks
- Code of Practice- Managing the risks of plant in the workplace

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