OHS Plant and Equipment Safety Procedure

1. Purpose

To ensure that risks associated with the use and maintenance of plant and equipment within the City of Greater Dandenong (CGD) are identified and controlled so far as reasonably practicable.

2. Scope

This procedure applies to all items of Council owned plant and equipment used and/or hired by CGD.

3. Definitions

Plant and Equipment:

Any machinery, equipment (including scaffolding), appliance, implement or tool and any component or fitting thereof or accessory thereto. Plant is machinery that processes material by way of a mechanical action which:

- Cuts, drills, punches or grinds;
- Presses forms, hammers, joins, or moulds material;
- Combines, mixes, sorts, packages, assembles, knits or weaves material.

Plant also includes lifts, cranes, scissor lifts, tractors, earth moving equipment, pressure equipment, hoists, powered plant, plant that lifts people or materials, amusement structures, high powered lasers, turbines, explosive powered tools, scaffolds, chisels, saws and temporary access equipment.

Plant Exemptions

Plant which relies exclusively on manual power for its operation or which is designed to be primarily supported by hand is not covered by this procedure. Plant exemptions include hand held equipment such as hand tools, kitchen facilities, hand held cleaning equipment and office based equipment including computers and associated hardware.

Commissioning

In relation to plant, means performing the necessary adjustments, tests and inspections before the plant is used to ensure that the plant is in full working order.

Design Registerable Plant: Before certain plant can be used in the workplace, the design of the plant must be registered with WorkSafe Victoria. Specific items of plant that require registration with WorkSafe are detailed in schedule 2 of the *Occupational Health and Safety Regulations 2017*.

Fixed Plant: Plant that is fixed in place and not moved in normal use, such as lathes, drill presses, grinders and bench mounted saws.

Portable Plant: Plant that is moved when in use, or carried from site to site. Including large plant such as earth moving equipment, tractors and road maintenance machinery, and small plant like lawn mowers, jackhammers, demolition saws, blowers and brushcutters.

Health and Safety Representative (HSR): An employee elected by the DWG to represent them on matters relating to OHS.

Risk Assessement: The process of determining the likelihood and consequence of injury, disease or illness, or damage arising from exposure to a hazard. If there are existing risk controls already in place, an assessment of risk considers the reliability and robustness of these existing risk controls when determining the inherent residual risk level/score.

Safe Operating Procedure (SOP): A document that provides step by step guidance for workers completing a specified task so that health and safety is maintained. SOPs state what the potential hazards are and the precautions that need to be taken.

4. Responsibilities

For general OHS responsibilities refer to OHS Responsibility Procedure.

Team Leader Risk Management & OHS is responsible for ensuring that a system is in place for the identification of hazards associated with plant, and for the assessment and control of risks associated with such hazards.

Relevant Managers are responsible for ensuring:

- hazard and risk assessments for plant and equipment have been undertaken and that appropriate records are kept;
- a schedule of inspections and servicing of all plant and equipment is kept and maintained;
- engineering controls, including safety devices are regularly inspected and tested to ensure their integrity;
- records are kept of all inspections, repairs and modifications to plant and equipment;
- worksafe victoria is notified of all plant requiring design registration; and
- operators have the relevant licenses to operate equipment.

5. Procedure

5.1 Identify Plant and Equipment

Unit/Department Team Leaders must identify all plant and equipment within the workplace in consultation with the HSR's, OHS Consultant/Advisor and employees. This information must be recorded on the CGD Plant and Equipment Register and reviewed periodically.

Some examples of plant and equipment (refer to definitions) include:

- all regulated plant
- earth moving machinery
- mowers
- brushcutters
- ladders
- table saws
- powered hand tools

5.2 Hazard Identification

All hazards associated with items of plant shall be identified through a hazard identification process using the checklist in the plant risk assessment form, and done so in conjunction with a thorough review of any available manufacturer information relating to the hazards and management of risks for the plant.

Hazard identification shall be undertaken under the following circumstances:

- before plant is used for the first time;
- before alteration to plant, systems of work or plant operation;
- when new plant and equipment is introduced in to the workplace;
- before the plant is used in a manner other than what it is designed; and

- where new information becomes available regarding the safety of the plant.

New Plant/Equipment

- Before plant is used for the first time;
- During design;
- Prior to purchase of new plant/equipment;
- During manufacture (e.g. engineered manual handling devices);
- At the time of installation or erection;
- At the time of commissioning;
- Prior to the use of the plant/equipment by operators; and
- At the time of leasing or hiring

Existing Plant/Equipment

- Where a risk assessment has not been conducted previously;
- At the time of any changes to the environment or work procedures;
- before alteration to plant, systems of work or plant operation;
- After modification (including guarding);
- Prior to sale;
- Where new information becomes available regarding the safety of the plant;
- Prior to donation, transfer or loan of plant/equipment ; and
- Where there has been a change to the operations.

5.3 Risk Assessment

All plant will be assessed using the plant risk assessment form and conducted in line with the risk management methodology set out in the OHS risk and change management procedure, or alternative methodology approved by the Risk & OHS unit.

Unit/Department Team Leader are to ensure that risk assessments are conducted for the safe operation and maintenance of all plant in their workplace, in consultation with HSR's, maintenance staff, end users of the plant, and the manufacturer or supplier.

The person/s conducting the risk assessment process shall have appropriate competency in conducting risk assessments and be knowledgeable of items of plant being assessed.

The risk assessment process shall take into account the risks arising from:

- systems of work associated with the plant where hazards have been identified;
- the layout and conditions of the work environment where the plant is used/located;
- the capability, skill and experience of operators who normally work with the plant;
- any reasonable foreseeable abnormal conditions;
- prioritising hazards so that appropriate controls can be developed and implemented; and
- All Plant and Equipment Risk Assessments are to be reviewed periodically

5.4 Control of Risks

Unit/Department Team Leader in consultation with the HSRs and employees are to ensure suitable controls, are selected and implemented where plant and equipment risks are identified. This is to be documented on the plant risk assessment form.

When selecting controls, consideration should be given to specific risk control measures for guarding, insulation, operator controls, emergency stops and warning devices.

Where the controls include development of procedures for the safe operation and/or use of plant and equipment, a safe operating procedure (SOP) should be developed and displayed adjacent to all items of fixed plant and accessible to operators of portable plant.

5.5 Out of Service / Lock Out Tag Out (LOTO)

Plant and equipment that is identified as being unsafe must be isolated and tagged as per the OHS lock out and tag out procedure.

5.6 Evaluation

To ensure that risk control options are effective they must be evaluated and recorded on a plant risk assessment form.

6. Purchase or Acquisition of Plant

All purchasing of goods is to be conducted in accordance with CGD procurement/purchasing procedures.

Notifications of purchase of equipment need to be made to the Asset Data and GIS (Geographic Information System) team.

7. Inspections and Maintenance

Repairs, alterations, maintenance and isolation of Plant/Equipment will only be performed by competent persons.

Where the repair or maintenance alters the operating principles, the following must be reviewed by a competent person:

- The risk assessment and safe operating procedures (including emergency controls).
- The testing programs.
- Training needs.
- Certificates of compliance.

Where plant/equipment needs to be isolated, refer to CGD Lock Out and Tag Out procedure.

A record of inspections and maintenance must be kept for each item of plant and equipment. This includes scheduled maintenance, breakdown maintenance and replacement of parts (e.g. blades and belts) outside the scheduled maintenance program.

Maintenance requirements should be determined in accordance with the supplier or manufacturer recommendations. Details are to be recorded in CGD plant and equipment register, details recorded for plant and equipment should as a minimum include:

- plant and equipment name;
- location;
- serial or identification number;
- description of work performed;
- completion date of repairs/maintenance;
- who the work was performed by.

The frequency of the maintenance program will depend on:

- legislative requirements;
- manufacturer recommendations and requirements;
- results of the plant risk assessment;
- plant and equipment breakdown/failure rates.

Unit/Department Team Leader must ensure that contractors engaged to undertake maintenance are managed as per the OHS contractor management procedure.

8. Decommisioning, Dismantling or Disposing of Plant

The Team Leader Fleet & OC Services is to ensure that hazards; including but not limited to: Hazardous and Chemical substances, e.g. asbestos, oils, radiation etc, the de-energising of plant (by competented licenced workers); have been identified and risks assessed prior to the decommissioning or dismantling of plant. Any risk controls during decommissioning or dismantling must be monitored and include:

- Plant/Equipment must be decommissioned by a competent person.
- Plant and Equipment Register must be updated with disposal date details.
- Disposal of equipment needs to be in accordance to the Disposal of Assets policy.
- Additionally when assets are disposed the Asset Data and GIS team needs to be notified.
- Disposal shall be conducted in an open and accountable manner, and with due consideration given to dangerous or environmentally-unfriendly goods.

If plant is to be resold, the Team Leader Fleet & OC Services will take on the duties of a person that supplies plant under the *Occupational Health and Safety Regulations 2017*.

The Team Leader Fleet & OC Services should ensure that any plant is safe to load, transport, unload and store. Any information relating to plant design, registration, installation, operation and/or maintenance must be provided to the reseller or buyer.

When plant is to be scrapped, the Team Leader Fleet & OC Services should consult with the CGD waste team and any relevant organisations to ensure plant is safe to load, transport, unload and dispose of.

If any plant is being scraped or used as spare parts, the plant must be rendered safe; i.e. disabled, prior to disposal to minimise hazardous content to facilitate safe disposal. The Team Leader Fleet & OC Services must advise person/s in receipt that it is **not** to be used as plant. This must be done in writing and/or by marking the item of plant.

9. Training

All employees, contractors and volunteers required to operate or work with plant must hold the appropriate license and/or competency.

National Licensing System - High Risk Work (HRW) Licensing

It is a requirement that all operators of certain types of plant and equipment; e.g. cranes, forklifts, are licensed and have achieved a certain level of competency. The relevant Manager/Team Leader must ensure all employees obtain and maintain their licenses and competencies, and that records of this are retained.

The training must be provided by an authorised person when:

- Plant/Equipment is new to the area or the operator(s).

- There have been modifications to the plant/equipment which have necessitated a change in the operating procedures; or
- The operator has been on extended leave of absence.

Where a license is not required, the employee, contractor or volunteer shall be instructed on the safe use of that plant by the relevant supervisor or delegated competent person. Training shall be provided prior to the use of plant either at induction training and/or task-specific training.

Training requirements (including: verification of competency, refreshers and re-inductions) are documented as per the CGD OHS training procedure.

10. Plant Requiring Design Registration

Any plant requiring registration with WorkSafe Victoria, (refer OHS Regulations 2017 schedule 2), must have registration requirements and renewal dates entered on the CGD plant and equipment register.

11. References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Code of Practice for Plant 1995

National self-insurer OHS management system audit tool (NAT), version 3 – criteria 3.10.16 - 3.10.19

12. Related Documents

CGD OHS Policy

CGD OHS Risk and Change Management Procedure

CGD OHS Purchasing of Goods Procedure

CGD OHS Training Procedure

CGD OHS Lock Out Tag Out (LOTO) Procedure

CGD OHS Contractor Management Procedure

CGD OHS Communication, Consultation and Issue Resolution Procedure

CGD Plant and Equipment Register

Plant Risk Assessment Form

Safe Operating Procedure for individual items of plant & equipment

13. Document History

Version Number	Issue Date	Description of Change
0.1		1st Draft from MAV/JLT
0.2	06.12.2018	Accepted by OHS Policy Sub-Committee
0.3	15.04.2019	14 Day Employee Consultation
0.4	06.05.2019	Accepted by OHS Policy Sub-Committee following amendment from employee consultation
1.0	May 2019	Approved by OHS Oversight Team