STANDARD OPERATING PROCEDURE

SAFETY Everyone. Everywhere. Every day

PLANT

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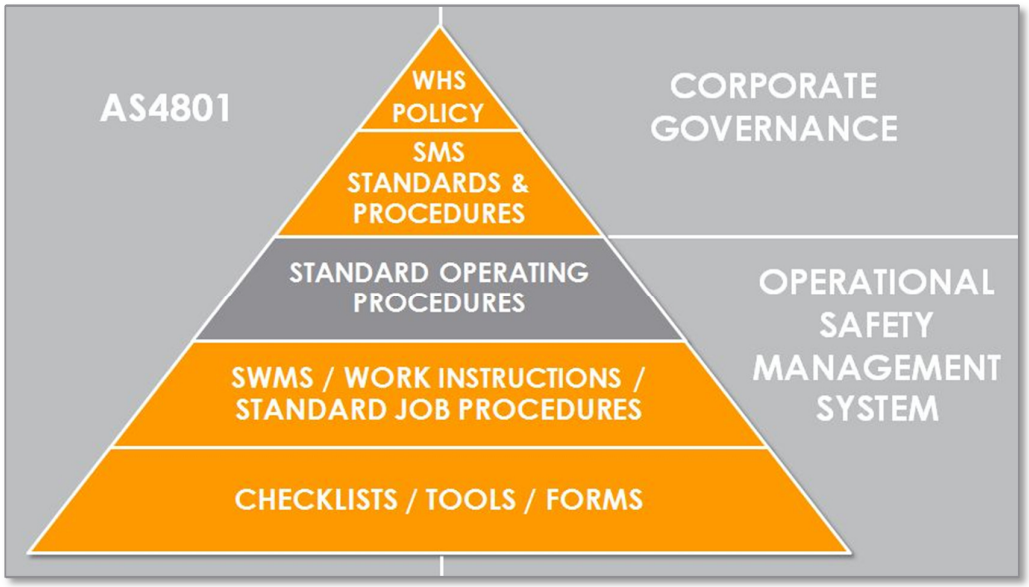
1. SMS DOCUMENT HIERARCHY



2. PURPOSE

This Standard Operating Procedure (SOP) documents Queensland Urban Utilities (QUU) approach to the management of WHS risks associated with plant. The purpose of this procedure is to outline the safe procedures for the use, maintenance, repair, purchasing, commissioning, installation and decommissioning/dismantling of all fixed and mobile plant at QUU to meet legislative requirements.

The overall purpose of this procedure is to ensure that risks associated with all fixed and mobile plant are adequately managed in order to minimise the risk of injury or harm to workers, the environment or property.

3. SCOPE

This SOP provides practical guidance on how to manage health and safety risks associated with plant. Plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand (e.g. a screw driver) is not covered by this SOP.

This procedure shall be utilised by all employees involved in the operation, servicing, maintenance or repair of plant, their components and accessories for all QUU workers including contractors and other persons who maintain and operate plant on QUU-controlled worksites.

4. DEFINITIONS AND ACRONYMS

Commissioning – means performing the necessary adjustments, tests and inspection to ensure plant is in full working order to specified requirements before the plant is used.

Emergency Stops

- Emergency stops are devices which remove electrical energy and cause the equipment to cease operation when activated.
- For plant such as conveyors it is sometimes more effective to install an emergency trip wire, where a pull on the wire in any direction will halt the machine.
- An emergency stop shall not be considered an alternative to guards.
- Emergency stop buttons, handles or bars must be coloured red and labelled "Emergency Stop".
- Emergency stop controls must be capable of stopping all interrelated plant. Where more than one emergency stop control is fitted to plant the plant must not be able to be restarted unless each stop control is reset.

- Emergency stop controls must be tested regularly e.g. at each maintenance period and at prestart.

Fail Safe – means that when partial or total failure of plant occurs, the plant fails in a manner which leaves the plant in a safe condition and which does not introduce any additional condition which is unsafe.

HSR - acronym used for Health and Safety Representative.

Installer – a person who installs and commissions plant for use in a workplace.

Lock out/tag out system – is where one or more padlocks are fitted to the isolation switch with keys being held by the operators/maintenance personnel. Their names(s) and reason for the lock-out is written on the tags attached to the padlock. When the task is completed, the locks and tags are removed and power can be restored.

Logbooks/prestart - a logbook must accompany each item of Plant. The logbook is to be filled out daily by the first person to use the plant on the day. The Supervisor will arrange to correct any deficiencies identified in the logbook. At the end of each week, completed logbook returns must be handed to the relevant supervisor.

Manager - as per QUU naming conventions, the Manager who has direct responsibility for the activity being performed or the area the activity is occurring in.

Officer - as per section 9 of the Corporations Act 2001 (Cth) is a person who makes, or participates in making decisions that affect the whole, or a substantial part, of the organisation's activities. Specific to QUU, a QUU officer has been defined as Board Members; Chief Executive Officer (CEO); Executive Leadership Team Members; Operational General Managers.

Operator Controls

- Identify their function and direction of operation;
- Located so that operation and maintenance is convenient and easy;
- Located or fitted with guarding to prevent unintentional activation;
- Able to be locked in the 'off' position;
- Located outside of danger zones;
- Able to withstand normal use, undue forces and environmental conditions.

Permit to work system – includes a written permit which:
- Authorises certain people to carry out specific work at a certain time, and
- Sets out the main precautions needed to complete the job safely.

Plant – Includes any machinery, equipment, appliance, container, implement and tool. This also includes any component of any of those things and anything fitted or connected to any of those things. Plant includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles and power tools.

Repair – to restore plant to an operating condition, but does not include routine maintenance, replacement or modification.

Spotter

- Authorised Person

  An authorised person, for an electric line, means a person who:

  (a) has enough technical knowledge and experience to do work that involves contact with, or being near to, the electric line; and

  (b) has been approved by the person in control of the electric line to do work that involves contact with, or being near to, the electric line, or is authorised to act for the person in control of the electric line.
    - In order to authorise a worker, the person conducting the business or undertaking must first gain approval from the person in control of the electric line to do the work that involves being near to the electric line. The person conducting the business or undertaking would

need to ensure that the worker has enough technical skill and knowledge to carry out the work.

- Untrained person
    - An untrained person, for an electric line, means a person who is not an authorised person or an instructed person for the electric line. The greatest exclusion zone distances apply to untrained persons.

Structure – Anything that is constructed, whether fixed or movable, temporary or permanent, and includes:

- buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and
- any component of a structure; and
- part of a structure.

Supervisor – Term used for any QUU employee who acts or is appointed as a Supervisor, Coordinator or Team Leader within QUU.

Warning Devices

- Automatic audible alarms are usually activated when the plant is in the forward or reversing movement;
- Motion sensors are sensitive to movement and warn with sound;
- Flashing lights are coloured revolving lights usually mounted in a prominent place e.g. top of vehicle cabin;
- Percussion Alarms are mechanical devices that are fitted to an axle or gear shift and hammer a bell when the plant moves; and
- Radio sensing devices operate when an operator selects the reverse function. Alarm sounds if a pedestrian is within a predetermined distance from the rear of the plant.

WHS – acronym used for Work health and safety.

WHSQ – acronym used for Workplace Health and Safety Queensland.

Worker – Employees, contractors, subcontractors, outworkers, apprentices and trainees, work experience students, volunteers and PCBUs who are individuals if they perform work for the business

5. ROLES AND RESPONSIBILITIES

Outlined below are responsibilities specific to operational plant management requirements at all QUU-controlled worksites.

5.1 QUU EXECUTIVE

QUU Executive and Senior Management (CEO, ELT, General Managers – Officer and Non-Officer Appointed) are responsible for overseeing and ensuring the implementation of the requirements of this SOP and related procedures within their respective functional areas. This includes ensuring all management practices, to ensure risks associated with plant are regularly monitored and reviewed and appropriate resources to support the management of plant are installed at all QUU-controlled worksites.

5.2 MANAGER

Managers in all operational areas and QUU worksites shall ensure that plant risks are minimised through the following controls:

- Review and manage risks when purchasing new and second hand plant.
- Manage risks associated with the commissioning and decommissioning/dismantling of plant.
- Ensure that employees who purchase or use plant are provided with the appropriate training, instruction and supervision.
- Check that plant (where required) is registered with relevant statutory authority such as WHS Queensland (including design), as legislated with records maintained on TRIM.

5.3 SUPERVISOR

Supervisors and Team Leaders in all operational areas and QUU worksites are responsible for ensuring that the following is undertaken to minimise plant risks including:

- Provide appropriate training, instruction and supervision for any plant brought on site for workers who are using plant.
- Undertake verification of competency to ensure safe operation of all plant.
- Plant risk assessments occur prior to use and are kept current.
- Plant is in safe and in good working order and is maintained as required by the manufacturer.
- Plant alterations are conducted by competent persons.
- Plant is only used for those purposes for which it was designed for.
- Maintain a hard copy register of plant kept on site and in TRIM.

5.4 WORKER

All workers shall ensure that they:

- Isolate plant using QUU lock out tag out procedure.
- Only use plant for which they have attained competency.
- Only use plant for the purposes for which it was designed.
- Comply with all reasonable instruction regarding the use of plant.
- Do not interfere with or misuse plant.
- Do not render any safety devices ineffective e.g. removal of guards.
- Report all faults to their Supervisor/Manager.

5.5 CONTRACTORS

At all times when performing work on a QUU site or for/on behalf of QUU, contractors must meet and comply with QUU's plant management requirements detailed in this and related procedures. This includes satisfying the roles and responsibilities detailed in this section (i.e. as a worker) and:

- Providing adequate resources to ensure implementation of the requirements of this SOP in a timely and effective manner in all areas where work is undertaken.
- Complying with this SOP and all relevant legislation, codes of practice, standards and licensing requirements that apply to their respective scope of work.

5.6 QUU SAFETY TEAM

QUU Safety Team will work with the business to ensure:

- The establishment, review and continual improvement of plant management systems, arrangements and related procedures.
- Provide advice to assist in the active management and resolution of identified plant safety hazards and risks are managed in accordance with QUU SMS and relevant legislative requirements.

6. RELATED DOCUMENTS

- WHS Hazard and Risk Management Standard (STD136)
- WHS Hazard and Risk Management Procedure (PRO363)
- Introduction of Plant or Equipment Safety Risk Assessment (FOR610)
- Plant Risk Assessment Form (FOR290)
- Plant Register (FOR528)
- Safety Risk Assessment Guide (PRO125)

7. PROCEDURE

Plant at QUU work sites must be managed appropriately to ensure the highest level of safety to workers and members of the public. To manage plant risks, QUU will:

- Conduct a pre purchase risk assessment to ensure plant purchased is fit for service Introduction of Plant or Equipment Safety Risk Assessment (FOR610);
- Only competent workers will operate plant;
- Maintain plant in accordance with manufacturer's requirements by competent workers and retain plant service and maintenance history.
- Conduct plant risk assessments to identify risks and hazards for existing plant Plant Risk Assessment Form (FOR290);
- Maintain statutory compliance e.g. registration of design and Registration of Registrable Plant certificates.
- Report issues with plant;
- Undertake pre start assessments;
- Implement LOTO when isolating plant.

7.1 PLANT REGISTER

QUU must compile a list of all items of plant (excluding items covered by LeasePlan. LeasePlan will develop a register). A Plant Register (FOR528) is a key document used to monitor compliance that should as a minimum contain;

- List all items of plant at the workplace;
- The name of the equipment;
- The manufacturers details;
- The purchase date;
- The serial number;
- Location;
- Date of risk assessment;
- Registration requirements; and
- Operator requirements.

7.2 PLANT RISK ASSESSMENT (including new and hire)

Once a plant register has been developed a documented risk assessment must be completed. A risk assessment on all plant must be undertaken using the **Plant Risk Assessment Form (FOR290)**. Risk assessments must be completed in consultation with plant operators and maintenance workers to identify, assess and control the hazards prior to operating, hiring or purchasing plant. There are 3 specific hazards groups that should be considered:

- Mechanical Hazards (such as moving parts or objects being ejected).
- Non Mechanical Hazards (such as electrical, dust, mist vapours or heat being created).
- Access Hazards (such as people working close to plant in operation).

Common hazards that exist across all items of plant can include but not limited to:

Mechanical Hazards	
Entanglement, Crushing & Shearing	Contact with high pressure fluid

Contact with sharp or moving parts	Lack of maintenance/records management
Work pieces being ejected	Plant stability
Lack of training	
Non Mechanical Hazards	
Thermal or Radiation hazards	Body/Arm/whole body vibration
Biological hazards	Contact with chemicals
Noise exposure	Manual handling
Electrical hazard	Dust, diesel particulate
Access Hazards	
Ergonomics	Fall from height
Entanglement, Crushing & Shearing	Engulfment
Traffic management	Lack of barricading

*Note: QUU employs a standardised approach to documented risk assessments (***WHS Hazard and Risk Management Procedure (PRO363**) *which reference the* **Plant Risk Assessment Form (FOR290)**.

Other information sources to assist in the identification of hazards include;

- Internally – historical incident data, registers, results of monitoring, inspections, attendance records, audit reports, qualified and competent personnel, surveys, employees, committees, maintenance records (held in Q-Pulse, TRIM and/or on site).
- Externally – Legislation and legal bodies, Guidance docs (Australian Standards and Codes), Government and professional bodies, Consultants, Contractors, Suppliers and Manufacturers, Insurers, Other employers, Safety Organisations and publications (e.g. CCH).

Steps taken to conduct risk assessments are outlined in **WHS Hazard and Risk Management Procedure (PRO363)**.

7.3 PURCHASING, HIRING AND LEASING PLANT

Health and safety risks must also be considered during the purchase and hire of plant. QUU must obtain previous maintenance records and risk assessment before purchasing, hiring or leasing plant. The risk assessment must consider the following as a minimum:

Purchasing Plant

Before purchasing plant follow the steps outlined in the QUU Purchasing and Disposal Procedure. A pre purchase risk assessment must be undertaken which must consider the following:

- Any plant proposed to be introduced to mitigate a high consequence event or any high risk plant, must be presented via the corresponding WHS Committee or Advisory Group relevant to the risk to meet our due diligence requirements prior to implementation;
- Hazards and risks associated with installation, commissioning, operation, inspection, maintenance, repair, transport, storage and dismantling of the plant;
- Identify WHS issues including but not limited to noise, suitability, ergonomics and guarding (see section 7.8);
- Compliance with legislation and Australian Standards;
- The provision of information from the manufacturer/supplier to address any HSE risks;

- The capability to isolate and lockout any energy sources and the provision of associated signage and labelling on the item of plant;
- A process for involving relevant personnel in the decision-making process; and
- Identify any specialised skills required for workers who will operate, inspect and maintain the plant.

If purchasing fleet the pre-purchase Risk Assessment must accompany the Fleet Requisition Form prior to purchase.

If the plant being purchased is second hand then the suppliers should provide details of:

- Condition of plant;
- Faults identified (these must be rectified prior to commissioning);
- Clearly documented alterations or modifications completed including updating the registration of design requirements (where required);
- Inspect any alterations made to plant;
- Review maintenance records and inspection records; and
- Identify any specialised skills required for workers who will operate, inspect and maintain the plant (with training records held in QUU My Learning Space (MLS)).

Hire or Leased Plant/Equipment

Hire or leased plant is to be operated and maintained in the same manner as owned equipment. The supplier of the plant is required to conduct a full service / in-service on the plant prior to delivery to site. Additionally if the plant hire is extended then liaison with the supplier as to the maintenance requirements must occur.

7.4 MODIFICATION AND DESIGN OF PLANT

Modifications to plant if carried out incorrectly can have serious and in some cases dire consequences for people operating, using or maintaining plant. All modifications shall:

- Plant modification must be undertaken by competent workers;
- Modifications made to plant must be rigorously inspected, certified by competent person and tested prior to the plant returning to service and the inspection and testing must be conducted by people who are qualified to do so; and
- If the item of plant is required to have a registration of design then this must be obtained or updated before returning to service.

7.5 PLANT COMMISSIONING AND INSTALLATION

Risk associated with the installation process must be identified and controlled before installation begins. This also includes hazards relating to the work required to install the plant and any disruptions or changes to surrounding work during the installation process. When installing plant (competent person either by contractor or QUU workers) the following issues must be managed. They are:

- Fixed plant is installed to manufacturer's instructions;
- Isolation point identified and tested;
- Interim safeguards are used during testing;
- Plant is stable during installation;
- Plant added to maintenance schedules;
- Interaction with people, other plant and work processes are considered;
- Environmental factors considered; and
- All electrical installations associated with the plant comply with relevant standards.

The location of fixed plant to be installed must be assessed for the following factors and controlled such as:

- Noise;
- Dust;
- Sufficient access/clear space around the plant including hot areas, maintenance and cleaning;
- Traffic management;
- Foundations are stable and secure;
- Plant does not impede emergency lighting, safety doors.
- Appropriate emergency procedures relating to the item of plant is available and displayed so personnel exposed to the plant can observe them.
- As far as can be determined by commissioning, the plant is safe for transfer into active service.
- Adequate ventilation during installation and when operational.

7.6 DECOMMISSIONING, DISMANTLING AND DISPOSAL OF PLANT

When decommissioning, dismantling or disposal of plant occurs the following factors must occur:

- A competent person must oversee and undertake the dismantling of plant in a safe manner. A Safe Work Method Statement must be developed for any dismantling of plant;
- All manufacturers information/maintenance records must be made available during the dismantling process;
- If plant is to be stored, storage is carried out by a competent person;
- If plant is to be sold then a plant risk assessment must be undertaken and the buyer provided a copy; and
- If plant contains materials that present a risk to health or safety (e.g. hazardous chemicals, asbestos, lead based paint) and the plant is to be disposed of, the disposal is carried out by a competent person.

7.7 SAFE OPERATION OF MOBILE PLANT including light and heavy vehicles

Plant must be operated in a safe manner to prevent injury to the operator, surrounding workers and members of the public and the environment. General guidelines for the safe operation of plant are:

- The use of mobile phones or other handheld devices will not be permitted while operating plant and light vehicles unless the plant/vehicle and the task being undertaken is stopped and the vehicle is parked safely;
- Prohibited use of portable music devices and earphones whilst operating mobile plant including light vehicles. AM/FM/CD radio volume in a vehicle shall be at a level that allows normal hearing of the two-way radio;
- Only operate plant and light vehicles as outlined in the relevant competency or licencing requirements. Sky larking will not be tolerated;
- Headlights and warning beacons on as dictated by a site risk assessment;
- Drivers must have a current license and verified as competent in accordance with QUU requirements;
- Ensure a documented pre-start check has been completed prior to start up by the operator or Vehicle WHS Inspection Checklist (REF) by the vehicle Driver;
- Obey all designated speed limits and signs and Traffic Management Plan requirements;
- Report identified hazards;
- Obey exclusion zones in all areas;
- When overtaking QUU mobile plant only do so if it is safe, when there is clear unrestricted vision and there is acknowledgement from the operator/driver being overtaken
- Not to carry passengers in the back of open vehicles or in buckets. Passengers will only be permitted in plant/vehicles with designated seats and seatbelts;

- Never park/pass under suspended loads/cranes/work platforms;
- Reverse or drive through parking at all times (field only);
- Do not park vehicles directly in front of or behind plant (stationary or otherwise); and
- Physically check before starting plant/vehicles to ensure no personnel or vehicle is in the vicinity of the plant/vehicle and if in doubt about the whereabouts of personnel or other plant/vehicle, stop the plant until this has been determined.

Plant and People interaction

Where works involve the interaction between people and plant the following requirement must be incorporated into a Safe Work Method Statement (SWMS). These being:

- Plan to avoid plant and people working together whenever possible;
- Personnel are to made aware of dangerous areas (blind spots / exclusion zones) around mobile plant when moving or working around this type of equipment;
- Mobile plant operators and ground workers will wear high-visibility clothing in accordance with the requirements of AS/NZS 4501;
- When spotters or doggers are used they must keep in constant visibly and or verbal contact with the Mobile Plant Operator;
- When personnel require entry into the Dangerous areas of any mobile plant that mobile plant is to shut down and all Ground Engaging Tools (GET) grounded prior to the personnel approaching the mobile plant; and
- Establish an exclusion zone (hording) for all high risk activities to prevent plant and people from entering the area without permission.

7.8 PLANT SPECIFICATIONS

Light and heavy vehicles

All light and heavy vehicles must have:

- A risk assessment completed;
- Be recorded on a plant register or LeasePlan Australia Register;
- Current, up to date service history (log book) available;
- Current registration;
- Amber flashing/revolving light installed (where applicable);
- Two way radio available with the vehicle (where applicable);
- Seat belts for all passengers;
- QUU vehicles will display QUU's logo on both front doors as per QUU marketing / branding requirements;
- First aid kit kept within plant;
- Air-conditioning;
- Warning devices fitted (where required);
- Bull Bar (where required via a risk assessment);
- Spare wheel and changing equipment; and
- Fire extinguisher (e.g. dry chemical), as determined through a Risk Assessment as per **QUU Fire Management SOP (PRO376)**.

Mobile plant

All items of mobile plant must have:

- A current, up to date service history (log book) available;
- Isolator switches clearly visible to lockout the energy sources;
- Warning devices fitted including amber flashing/revolving light;
- Plant is appropriately guarded;
- Appropriate registration and certification as required;
- Documented prestart inspection;
- Operator's manual available in the Cab;
- Fire extinguisher appropriate to the identified fire hazard (inspected with a current tag);
- Chains, tested and tagged (as required);
- Regulatory Authority plant registration;
- Seat belts; and
- Roll Over Protection (ROP).

Fixed Plant

All fixed plant will have:

- A risk assessment conducted;
- Adequate guarding in place;
- Adequate signage to identify hazards;
- Isolation points clearly marked;
- Operating Procedures;
- Training on the operation of the plant;
- Inspection /maintenance program in place; and
- Records of inspections/maintenance available on request

7.9 TRANSPORTATION OF PLANT

Refer to the national 'Load Restraint Guide' Second Edition 2004 for the appropriate transportation of plant.

7.10 PLANT INSPECTION, MAINTENANCE AND STORAGE

Plant Pre Starts

Workers must conduct visual inspections of plant prior to its use. A plant pre start checklists must be completed. This visual inspection must contain the following:

1. Mechanical aspects of plant must be inspected to ensure appropriate safety guarding is in place.
2. All components must be inspected to identify any broken, worn or damaged components.
3. Items of plant must also be inspected for any leaks or damaged connections.
4. Any warning lights, gauges, and signals should be operating prior to use.
5. If plant fails the pre start then it must be tagged out and the appropriate maintenance arranged.

Maintenance

Guidelines for the safe maintenance of plant are as follows:

- Plant must be maintained and repaired according to the manufacturer's specification or in the absence of these specifications; maintenance must be undertaken by a competent person. A SWMS or specific risk assessment is required if the works are not routine;

- Damaged or defective plant must be withdrawn from service and follow the lock out tag out procedure, or "Guidance for Removal from Service of Defective Mobile or Handheld Plant" below;
- Plant must be isolated and de-energised (all energy sources) prior to maintenance commencing;
- All maintenance and repairs must be completed by suitably qualified / trained personnel;
- All maintenance and repairs must be conducted in an area which is considered safe e.g. level ground, away from any traffic, adequate shade, wheel chocks used, etc;
- All guards that are removed must be replaced correctly to prevent access to the hazardous part of the plant when it is returned to service;
- Plant must be locked out/tagged out for the duration of the maintenance period.

Guidance for Removal from Service of Defective Mobile or Handheld Plant

Where tagging of defective equipment is necessary, the worker must;

- Remove the plant from service and attach a Caution/Out of Service tag,
- Notify the person in control of the plant (Supervisor/department Manager) it has been removed from service, and
- Document where required.

Removal Caution/Out Of Service Tag Attached To Defective Plant.

After repair, examination and confirmation the equipment is fit for purpose, a Caution/Out of Service tag may be removed.

Removal of a Caution/Out of Service tag is restricted to the following persons:

- The person who has ensured the plant is fit for purpose, or
- The person in control of the plant, or a responsible person authorised by the person in control of the plant, or
- Persons completing repairs to ensure the plant is fit for purpose.

All efforts must be made to contact the person who attached the Caution/Out of Service tag to advise the tag has been removed and/or the plant has been returned to service. This interaction and the Caution/Out of Service tag must be recorded as per PRO362 WHS Documentation, Data Control and Record Management Procedure

Storage

When plant has been either taken off line or has not been used for a period of time it must be kept in a way that does not present a risk of injury to people or the environment. This may mean isolation, lock out tag out, placing mobile plant on hard stand, removing hazardous chemicals, etc. For plant that has been in storage it will need to undergo a recommissioning process and pre-start safety risk assessment to ensure it's safe operation

7.11 EMERGENCY AND ROUTINE SHUT DOWN

When undertaking emergency or routine shut down of plant, ensure that all emergency stops/valves and other devices are deployed accurately and completely. Plant may contain stored energy even after emergency shutdown has occurred. Do not remove plant guarding or PPE until plant has come to a complete stop and de-energised (fluid and electricity). Also follow the Isolation, Lock out Tag Out Procedure PRO379.

Before re-energising plant ensure that all emergency stop devices/valves are reset / reactivated accurately before resumption of plant. Complete an incident form in the event of an emergency shutdown of plant.

7.12 GUARDING

Plant must not be operated unless the appropriate guards have been installed / replaced. There are different types of guards depending on what is required to be guarded. Guard types include:

- Fixed guard – permanent non-moving guards which can only be removed by tool.
- Interlocked physical barrier – are connected to the plant's operational controls so that the plant is prevented from operating until the guard is closed.
- Presence sensing systems – detects when a person (or part of a person's body) enters the danger zones and stops the machine.

Guarding shall:

- Prevent access to the identified hazard;
- Prevent reaching over, under, through or around the guard into a danger zone;
- Be firmly fixed in place using fasteners that require tools to remove it;
- When fitted, interlocked guards shall cut all power supply to the equipment when opened (if fitted with gates, doors or access hatches); equipment shall not restart until it is reset outside the guarded area;
- Not restart until the light sensor is reset outside the guarded areas (when using light sensors or curtains).

7.13 REGISTRATION OF DESIGN

The Manager must ensure that the design number is kept readily accessible in the vicinity of the plant at all times. A reliable way to achieve this is to permanently mark the design registration number on the plant. A list of registrable plant requiring registrable design is outlined in Schedule 5 of the WHS Regulation and Managing risks of plant in the workplace Code of Practice 2013.

7.14 PLANT REGISTRATION

Some items of plant require registration. Registrations are the responsibility of functional Manager and expire five year after the registration has been granted. To maintain plant registration documented evidence of maintenance and inspections, undertaken by competent person will be required with a copy readily available for audit / inspection purposes and held within TRIM. A list of plant requiring registration is outlined in Schedule 5 of the WHS Regulation (QLD) or Managing risks of plant in the workplace Code of Practice 2013

7.15 TRAINING, COMPETENCY AND SUPERVISION

All persons with work activities related to plant and equipment shall be provided with appropriate information, training and be assessed as competent to operate. The training needs associated with an item of plant will need to consider:

- The type of plant, including complexity and technology used;
- Hazards associated with the plant;
- Skills and competencies of the operator and others such as maintenance and cleaning personnel;
- Appropriate use of plant – No skylarking;
- Systems of work, including duration of operation; and
- Verification of competency prior to use of any plant by a competent person.

The National Standard for Licensing Persons Performing High Risk Work establishes the requirements for operator licensing. All jurisdictions now issue nationally recognised licenses.

Specific plant such as Forklifts, Scaffolding, Rigging and dogging, Crane and Hoist operation and Pressure Equipment Operation require licensed operators.

QUU must also ensure operators are not only licensed but maintain their competency in operating the plant. This will be achieved through regular training and assessment sessions which should be recorded

on the QUU Learning Management System – My Learning Space. The competence and experience of plant operators must also be considered in determining the appropriate level of Supervision required for operators of items of plant.

Operators who operate plant dangerously, misuse of plant will face disciplinary action.

7.16 RECORD KEEPING

The following records must be kept on site (and in TRIM) for all plant in a manner easily accessible for audit and review:

- Plant requiring registration of design including all registration documentation;
- Plant documentation including manufacturers/designers manuals;
- Risk assessments provided for owned and hired/leased plant;
- Plant operation training records and competency assessment records;
- Pre start check forms;
- Records of all tests, inspections and maintenance carried out;
- Commissioning, decommissioning and dismantling records; and
- Records of all alterations made to the plant.

8. REFERENCES

The following references contain information used in the preparation and development of this plant Management SOP:

- Queensland Work Health and Safety Act 2011
- Queensland Work Health and Safety Regulations 2011
- Queensland Managing risks of plant in the workplace Code of Practice 2013
- Load Restraint Guide
- Associate Australian Standards relevant to plant

9. REVIEW

The Plant SOP is to be reviewed every 2 years or earlier if:

- There is an identified risk to business
- A significant safety or unplanned plant event occurs
- Incident investigation or audit results show that application of the standard fails to deliver the required outcomes
- There are changes in associated legislation
- There is evidence that the standard is not having a positive impact on safety-related KPIs.

10. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU Safety Team.