**Plant Procedure**

# Purpose

The purpose of this procedure is to outline the methodology by which **[CLUB NAME]** will manage plant and equipment through the design, procurement, manufacture, commissioning, use and decommissioning.

# Legislation

This directive shall be read in conjunction with the following legislation:

* QLD Workplace Health and Safety Act.
* QLD Workplace Health and Safety Reg.
* Code of Practice – Managing the Risk of Plant in the Workplace, 2021.

# Scope

This procedure applies to all employees, contractors, visitors, volunteers and any other person who enters the workplace.

# Responsibilities

Club management is responsible for:

* Ensuring that adequate resources are in place to meet the requirements of this directive.
* Ensuring that the application of this directive is implemented across all functions.
* Ensuring that all risks associated with plant and equipment are identified and have been appropriately controlled.

Track Managers and Supervisors are responsible for:

* Ensuring that the requirements of this directive are implemented throughout their work areas.
* Participating in the development of plant risk assessments.
* Ensuring that employees under their direction are trained and competent to operate plant; by ensuring they have completed the Verification of Competency process.
* Monitor the effectiveness of identified risk controls.
* Provide guidance and communication on the safe use of plant and equipment.

The Workshop Supervisor is responsible for:

* Keeping all plant maintenance records up to date and available for inspection upon request.
* Maintaining pre-start checklist records and actioning any identified faults.
* Maintaining a register of plant which outlines the service history of plant.

All workers are responsible for:

* Ensuring the maintenance of plant competencies and licenses are kept up to date.
* Complying with the requirements of this directive.
* Following all safety precautions identified within any existing SOP’s.
* Notifying their supervisor if plant fails or becomes faulty.
* Notifying their supervisor in the event of any incident or near miss during their tasks.

# Requirements

# Plant Manufacture

**[CLUB NAME]** will so far as is reasonably practical, ensure:

* That the risk of exposure to hazards and risks have been considered in the design phase.
* That plant manufactured or purchased is fit for the purpose of its intended use.
* That it meets all relevant testing and examination requirements prior to supply.
* That where required, independent, qualified assessments of plant or structures are conducted.
* That there is provision for all relevant information to be supplied with the plant.

# Plant Purchase and Supply

Any purchase of new or used plant shall consider if the identified equipment is fit for purpose and has been designed, manufactured, and delivered in a manner which will not expose employees to a level of unacceptable risk.

Any purchase of plant must be accompanied with all relevant safety information and training for the operation of the plant.

The manufacturer of the plant shall provide assurance that the plant has been examined and tested for safe operation and should provide training to workers on its safe operation.

# Risk Management

**[CLUB NAME]** will, so far as is reasonably practical, manage all plant to ensure operation occurs without risk to health and safety of workers, contractors or visitors. All plant shall be assessed for potential or actual risks prior to the introduction to premises.

The Plant Risk Assessment tool shall be applied for this purpose, alternatively if an Original Equipment Manufacturer (OEM) developed risk assessment is supplied, a review of this assessment may be considered suitable. A plant risk assessment shall also be undertaken whenever any of the following activities occur:

* Design of plant.
* Manufacture of plant.
* Introduction of new/used plant or new plant attachments or implements.
* Commissioning of plant.
* Post investigation, where plant has been deemed to be a contributing factor in an incident.
* Upon receipt of relevant OEM instructions or safety alerts.
* Decommissioning of plant

# Access Egress and Ergonomics

All plant owned, operated and or contracted for use must be risk assured that safe access to the plant can be achieved, as well as safe access and egress on and off the plant is provided for.

Additionally, ergonomics considerations must be made considering operator seating, proximity of controls and safety equipment.

# Guarding

Equipment that could lead to entanglement and injury due to shear, nip or crushing movements must be guarded. All such guarding must be subject to inspections and maintenance to ensure its integrity is maintained.

# Warning Devices

**[CLUB NAME]** will ensure that where required, audible and visual warning devices are fitted. These devices are to be designed into the specification and reviewed during the risk assessment process. Where required, warning devices are to meet the specifications identified in relevant Australian Standards.

# Emergency Stop Controls

**[CLUB NAME]** will ensure that emergency stop controls are fitted to all related plant. Where fitted, the emergency stop is to be the kind requiring a manual reset after activation.

# Roll Over Protection (ROP) and Fall on Protection (FOP)

**[CLUB NAME]** will ensure that the risk of injury to workers because of roll over and falling objects is managed as low as reasonably practical. ROP’s and FOP’s are to be provided by the OEM or if provided aftermarket, shall be designed, and inspected by a suitable structural engineer.

# Operational Requirements

# Mobile Plant Hire

All dry hired equipment is to be accompanied by a suitable operator user manual outlining the requirements for the safe operation and use of that plant, plant risk assessment and where required, registration documentation.

# Verification of Competency (VOC)

Operators of mobile plant identified within the Skills Matrix shall undergo a verification of competency assessment before taking control of the plant. Acceptance of competency may be gained by producing a relevant license or statement of attainment, evidence of a history of safe use, training records/logbook or conducting a site assessment of the safe operation of the plant. Each Department Manager is responsible for their staff to conduct the VOC form.

# Plant Pre-Start Inspections

All mobile equipment is to have a daily pre-start inspection completed prior to the commencement of each shift. The inspection is a visual and operational inspection of controls, safety devices and associated equipment.

Pre-start inspections are conducted for the following purposes:

* To ensure that the equipment is in a safe condition for use.
* To check operating components and fluids.
* To identify any damage to equipment which may have occurred previously.
* To maintain the effectiveness and operability of plant which will save money in equipment downtime and repair.

All pre-start inspections are to be logged on an applicable pre-start inspection form/logbook.

Minor Faults

Where minor faults are identified (minor faults are defined as faults which do not impact on roadworthiness and health and safety of the operator, bystanders, or other persons in the vicinity) they are to be noted on the pre-start and raised to their Team Leader immediately. An example of a minor fault includes a crack in the indicator lenses, minor crack in the glass window. The responsibility is on the operator and Team Leader to follow up these faults with the **[CLUB NAME]** workshop to ensure they are attended to and fixed.

Major Faults

Where major faults are identified as an operational safety hazard, the plant MUST NOT be used until such time as the fault or defect is repaired and or replaced. The plant should be clearly tagged with a CAUTION – OUT OF SERVICE tag and removed from service until it is repaired or replaced.

An example of these is horn or reverse beeper not working, badly leaking hydraulic hoses, faulty brakes, broken safety guards, flat tires etc. The Team Leader is to be notified immediately and in conjunction with **[CLUB NAME]** Workshop team, an assessment will be made on the identified defect.

At no stage shall the plant be operated until the fault has been rectified.

# Registerable and High-Risk Plant

All registerable and high-risk plant (identified in the WHS Act and Regs) owned, operated or contracted for use by [**CLUB NAME]** shall be operated and maintained as required by the OEM and stipulated in legislation.

All registerable and high-risk plant shall be recorded in the Plant Register along with all servicing history.

# Operation of Plant around Pedestrians

Due to the nature of **[CLUB NAME]** operations, interaction between mobile plant and pedestrians are an ever-present hazard.

All steps should be taken when planning work to ensure that interaction between plant and people is eliminated wherever possible.

Plant may only be operated by an employee who has been deemed competent to operate that item of equipment.

**Exclusion Zone**

An exclusion zone of 5 meters shall be implemented around all operating plant. No plant shall be operated if a pedestrian is located within 5 meters of the plant. Likewise, no pedestrian shall approach within 5 meters of plant without the permission of the plant operator. Prior to approaching, the plant operator is to ensure that it is safe to do so by for example placing the bucket of a front-end loader on the ground.

**5 Meters**

**5 Meters**

**5 Meters**



**5 Meters**

**Illustration of the 5-meter plant exclusion zone.**

With respect to operating plant around pedestrians, operators must ensure that:

* The item of plant is in a safe and serviceable condition.
* The operator identifies pedestrians within their work area.
* The operator ceases their momentum if there is potential for a pedestrian to encroach within the plant exclusion zone.
* The operator does not drive within 5 meters of any pedestrian.

Pedestrians have an equal responsibility to take care whenever around plant. Pedestrians shall not approach operating plant until they have gained communications with the operator. Communications can include visual contact and response from the operator.

**Exceptions**

Certain tasks will require greater interaction with pedestrian workers. Tasks conducted by employees may include forklift operations or patching.

Often, forklifts will operate around restrictive work areas where humans and plant will interact. The operator is to ensure that they have a spotter in place and provide suitable warnings for employees.

When conducting patching work, employees will move along with a slow-moving tractor towing sand. This activity is controlled and as such the exclusion zone is not enforced.

Key controls to be implemented when patching include:

* No employees shall ride on any part of the tractor or trailer.
* Personnel are not to position themselves ahead of the wheels of the tractor or trailer.
* The tractor shall only be approached from the rear.

# Hazardous Energy Sources

# Repair and Removal of Split Rim Tyres

The repair and removal of split rim tyres from plant will only be undertaken by competent persons who have access to the necessary safety equipment to affect this purpose e.g., tyre wheel cages. A competent person includes a qualified mechanic.

# Hydraulic Lines

All machines being purchased or overhauled will be supplied with crimp-type hydraulic fittings. Crimp-type fittings are the approved fittings for hydraulic hoses.

Hydraulic lines on plant are to be inspected regularly as part of the ongoing inspection and maintenance program controlled by the Workshop.

# Plant Refueling

**[CLUB NAME]** will ensure that the risk to workers, clients, members of the public and the environment from meeting hazards associated with refueling of plant are managed.

# Plant Servicing Maintenance and Repair

The Track Manager in conjunction with the Workshop Supervisor shall ensure that all plant servicing and registration is recorded on the Plant Register.

This register is to include all leased plant and shall be updated as servicing and re-registration occurs.