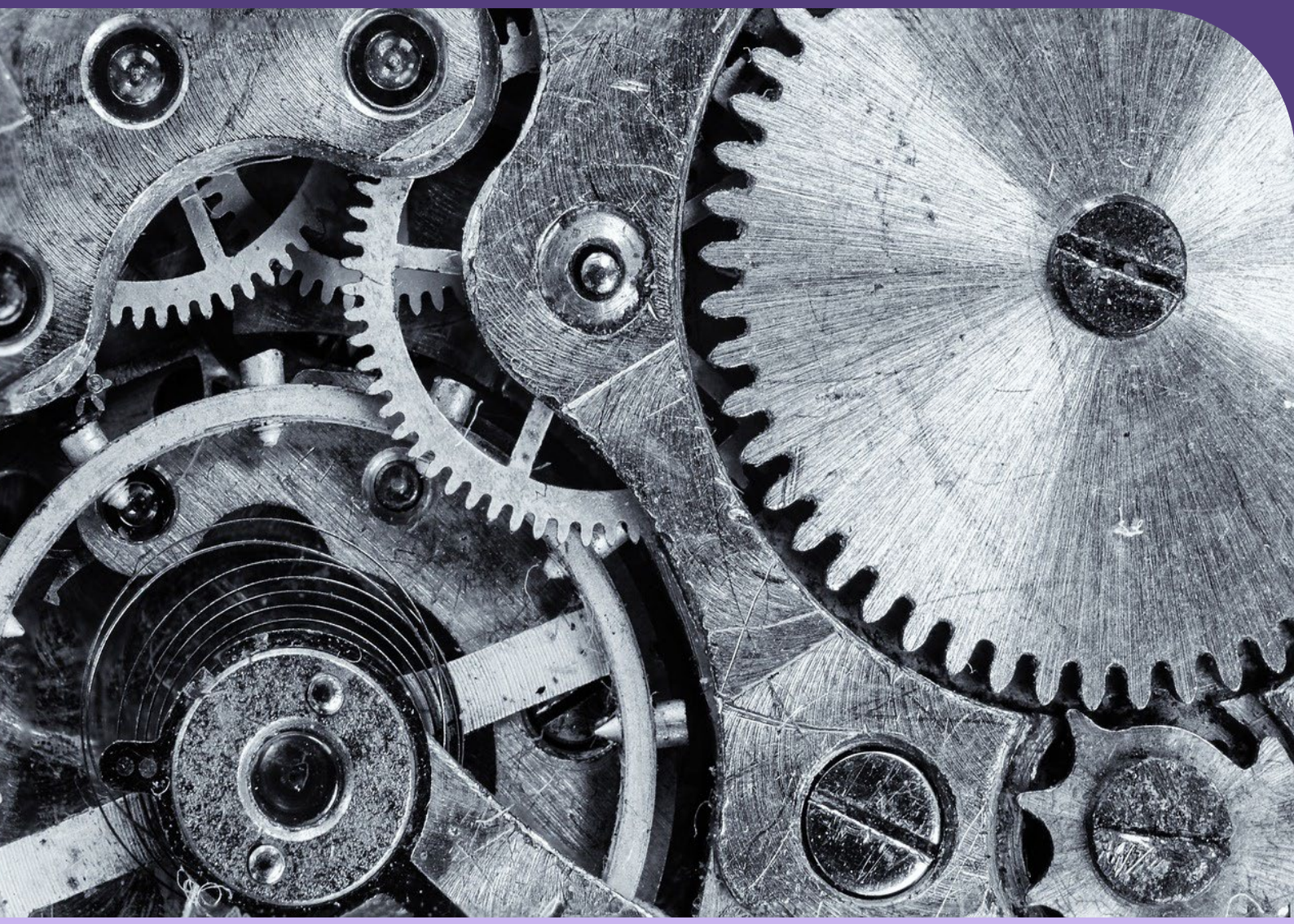
Plant Management Procedure (15)



Catholic Safety & Injury Management
South Australia

Contents

1. PURPOSE

To provide guidance in the management of hazards and risks associated with plant.

2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

3. DEFINITIONS

Definitions can be found on the Catholic Safety & Injury Management Website.

3.1. Information

Plant includes machinery, equipment, appliances, containers, implements and tools and any components or anything fitted or connected to those things.

Plant is a major cause of work-related injuries and deaths in Australian workplaces. There are significant risks associated with using plant and severe injuries can result from the unsafe use of plant including:

- amputations,
- crush injuries,
- fractures,
- electric shock,
- burns or scalds.

Other risks include hearing loss due to noisy plant, musculoskeletal disorders caused by manually handling or operating poorly designed plant and Raynaud's syndrome (white finger syndrome), caused by the continuous use of vibrating machinery.

At sites where **spray booths** are used refer to Spray painting and powder coating Code of Practice.

4. RESPONSIBILITIES

Specific responsibilities for carrying out certain actions required by the CCES, have been allocated to particular position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers and others in the workplace.

Responsibility, authority and accountability processes have been defined in Responsibility, Authority & Accountability Procedure (12), and summarised in:

- Responsibility, Authority & Accountability Matrix – Workers (025G);
- Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G);
- Responsibility, Authority & Accountability Matrix – Officers (024G); and
- Work Health & Safety and Injury Management Policy.

You are required to familiarise yourself with this procedure in order to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

5. PROCEDURE

5.1. Pre-Purchase Assessment

Before purchasing plant or equipment, a Pre-Purchase Checklist (046F) or equivalent must be completed, in consultation with the end users, to determine if the item is deemed safe and suitable for the intended task. Refer Purchasing Procedure (20).

At the completion of the pre-purchase assessment checklist, if the plant or equipment is deemed suitable and is purchased, a Plant Risk Assessment (081F), or equivalent in consultation with end users, must be completed and records retained.

As a guide, information about hazards, risks and control measures can be obtained from:

- manufacturers, importers, or suppliers of the plant.
- maintenance technicians or specialists.
- workers.
- manuals, codes of practice and technical standards.
- Managing the risks of plant in the workplace code of practice;
- SafeWork SA and Safe Work Australia websites.

5.2. Installation of plant

At installation worksites should ensure:

- plant is erected or installed having regard to the manufacturer's instructions including ensuring specialised tools, jigs, and appliances necessary to minimise risk of injury during installation are used.
- entry to and exit from plant complies with relevant standards.
- plant is stable during installation.
- the interaction of plant with people, work processes and other plant is considered.
- environmental factors affecting installation and use, (e.g., wet conditions) is considered.
- electrical installations associated with plant comply with AS / NZS 3000 Electrical Installations (also known as the Australian / New Zealand Wiring Rules).

Plant should be positioned so:

- risks from hot plant, (e.g., friction, molten material, hot gases), are controlled through restricted access, guarding or insulation.
- there is sufficient space (suggested 600 mm, the minimum width of a walkway) for safe access to the plant for operation, cleaning, maintenance, inspection, and emergency evacuation.

- the plant does not obstruct doorways and emergency exits.
- the proximity to other plant does not have a negative effect on operation of the plant or work processes.
- the plant rests on a suitable foundation where required, (e.g. on a floor or other support that ensures the plant is stable and secure);
- ventilation can deal with the nature and volume of emissions from the plant;
- workers and others are not exposed to noise levels greater than those stated in the exposure standard for noise under the WHS Regulation, refer to Noise Procedure (28). Consideration could also be given to placing plant in areas with sound insulation or mounting to decrease reverberations which will decrease noise levels.

5.3. Commissioning Plant

Commissioning plant involves performing the necessary adjustments, tests and inspections to ensure plant is in full working order to specified requirements before the plant is used. Commissioning includes recommissioning. The person who commissions plant should ensure:

- the commissioning sequence is in accordance with the design specifications.
- tests are carried out to check the plant will perform within the design specifications.

Worksites must:

- ensure that a person who installs, assembles, constructs, commissions the plant is a competent person.
- ensure that the processes for the installation, construction, commissioning includes inspections that ensure the risks associated with these activities are monitored.

5.4. Registration / Certification

A list of plant requiring registration / certification is provided in the WHS Regulations (SA).

5.5. Plant & Equipment Register

Sites must ensure that they have a Plant & Equipment Register (050F) or equivalent. The register is used to record all plant and equipment used on site (at a workplace) and may include repair and maintenance records. Refer to Plant & Equipment Register Guideline (031G).

5.6. Existing Plant & Equipment Risk Assessments

A review is required every five (5) years or where:

- the control measure is not effective in controlling the risk.
- a change at the workplace that is likely to give rise to a new or different health and safety risk that the current controls may not be effective.
- a new hazard or risk is identified.
- consultation indicates that a review is necessary.

- a health and safety representative requests a review.
- an incident or injury has occurred; or
- changes to legislation.

5.7. Standard Operating Procedures

Following a risk assessment and dependent on controls identified, worksites may be required to develop a Standard Operating Procedure Template (066F) for items of plant. Pictogram Images (011T) can be used to assist with selection of safety images.

Standard Operating Procedures (SOPs) must be:

- prominently displayed near the relevant item of plant.
- be dated and signed.
- be reviewed every five (5) years (unless there have been legislative changes or changes made as a requirement following an investigation).

SOPs may include instructions on:

- how to safely access and operate the plant.
- emergency procedures.
- who may use an item of plant.
- the correct use of guarding and other control measures.
- how to carry out inspections, shut-downs, cleaning, repair and maintenance.

5.8. High Risk Work Licenses

Certain types of plant require the operator to have a high-risk work licence before they can operate the plant. Refer to the WHS Regulations (SA) which sets out the classes of high risk work licences.

5.9. Maintenance and Inspection

Worksites must ensure:

- a site-specific preventative maintenance schedule is developed, and records are maintained for all plant (e.g., Preventative Maintenance Schedule (040F) or equivalent).
- recommendations from manufacturer's instructions or the advice of a competent person are followed.
- repairs are carried out by a competent person or licensed contractors.

If no other information is available, maintenance / inspection must be conducted on an annual basis.

Workplace Inspections are to include items of plant / equipment and completed at least six (6) monthly using Workplace Inspection Forms (039F) or equivalent.

5.10. Lock Out / Tag Out

If access is required for the purpose of maintenance, cleaning or repair, the item of plant must be stopped and one or more of the following controls used to minimize any risk to health or safety:

- Lockout or isolation devices
- Danger tags
- Permit to work systems
- Other control measures

Plant not in use must be left in a state that does not create a risk to the health or safety of any person. The lock out / tag out process is the most effective isolation procedure. Refer to Lock Out / Tag Out Guideline (016G).

5.11. Guarding

A guard is a physical or other barrier:

- preventing contact with moving parts or controlling access to dangerous areas of plant.
- screening harmful emissions, (e.g., radiation).
- minimising noise through applying sound-absorbing materials.
- preventing ejected parts or off-cuts from striking people.

Guarding must:

- be of solid construction and securely mounted to resist impact or shock.
- prevent operators from by-passing or disabling the operation of the guard.
- not create additional risk.
- require the use of a tool to remove the guard if not interlocked.
- be properly maintained and regularly inspected.
- control any risk from potential broken or ejected parts and work pieces.
- allow for servicing, maintenance, and repair to be undertaken with relative ease.
- only be removed by a competent person for any maintenance.

Note: If guarding is removed for maintenance or cleaning, the plant cannot be restarted unless the guarding is replaced.

5.12. Warning Devices

If the design of plant includes an emergency warning device or it is necessary to include one, it must be positioned to ensure that the device will work to best effect. If there is a possibility of the plant colliding with pedestrians or other powered mobile plant, worksites must ensure that the plant has a warning device that will warn persons who may be at risk from the movement of the plant.

Warning devices should be fitted to fixed plant to warn workers of an impending risk. (e.g., warn of start-up movement or release of steam or overpressure).

Warning devices must:

- operate reliably and be fail-safe.
- be installed in a position for easy and effective activation.
- be tested regularly (as per manufacturers recommendations or at least annually) and tests documented.

5.13. Emergency Stops

An emergency stop is a function that is initiated by a human action and is intended to shut down equipment in the case of an emergency.

Emergency stops must:

- be prominent, clearly and durably marked with the wording “Emergency Stop”;
- be immediately accessible to each operator of the plant.
- have handles, bars or push buttons that are coloured red.
- not be adversely affected by electrical or electronic circuit malfunction.
- be regularly tested (as per the manufacturers recommendation and / or prior to first usage for the day) and records of testing retained.

5.14. Personal Protective Equipment (PPE)

Refer to Personal Protective Equipment Procedure (29).

5.15. Storage of Plant

Plant not in use must be stored so as to not create a risk to the health and safety of workers and / or other persons in the workplace. Where plant is to be stored, the worksite must:

- ensure relevant health and safety information is provided to the person dismantling and / or storing the plant.
- ensure the plant is isolated.
- implement control measures to minimise damage to plant during storage.

5.16. Modifications and Alterations

Worksites must ensure:

- they engage a competent person to conduct any modifications or alterations to items of plant.
- any plant or equipment is risk assessed and documented following modification to ensure that no new hazards are introduced.

5.17. Disposal / Dismantling / Decommissioning

Worksites must ensure as far as reasonably practicable:

- plant is not decommissioned or dismantled unless carried out without risks to health, safety, and the environment.
- dismantling and disposal of plant is conducted by a competent person.

- manufacturer's instructions are followed, if applicable.
- the Plant & Equipment Register (050F) is updated.
- if the plant is to be resold, the workplace provides ownership details, and all relevant documentation (e.g., manufacturers' instructions, logbook, service records, risk assessments conducted etc.) to the buyer and advise of hazards.
- if the plant is to be disposed, the workplace must consult with the local waste disposal authorities or organisation so that the plant is safe to load, transport, unload and dispose of.
- if the plant is to be used for scrap or spare parts, you must inform the person you are supplying the plant to, that the plant is being supplied as scrap or spare parts and the plant in its current form is not to be used as plant. This must be done in writing or by marking the item of plant.

Refer to Equipment Disposal / Write-off Form (082F).

5.18. Hiring or Leasing of Plant

Prior to hiring or leasing plant, each worksite must:

- assess whether the plant is suitable for its intended use.
- ensure licencing requirements are correct.
- check to ensure the plant or equipment has been inspected and maintained by the supplier and meets regulatory requirements.
- be provided with the manufacturer's information about how to correctly operate the plant.
- ensure competent skilled operators are using the plant.

A documented Plant Risk Assessment (081F) must be completed in consultation with end users for all hired and leased plant.

5.19. Second-hand Plant

The supplier of the secondhand plant must ensure that:

- information in writing is provided about the condition of the plant, including any identified faults and if relevant, that the plant should not be used until the faults are rectified.
- all reasonable steps to obtain information about how to use the plant correctly and safely from the manufacturer or original supplier are undertaken.

Where plant has been in service prior to purchase and information regarding safe use is not available, a competent person should be engaged to assess the plant and develop this information.

5.20. Other Duty Holders

If you lease your plant / equipment to other workplaces, you must provide information about the hazards and risks associated with the plant to all duty holders.

5.21. Record Retention

Records should include:

- the unique plant identification number.
- plant design registration information.
- final and approved design drawings and calculations.
- relevant data from commissioning.
- compliance statements and / or test certificates.
- manufacturer's specifications and user manuals.
- results of inspections.
- results of tests on the plant, including safety devices (e.g., protective continuity tests).
- information on maintenance and major repairs carried out.
- information on major modifications.
- information on use that deviates from intended operation or design conditions.
- risk assessments carried out on plant.
- information, instruction, training provided to workers.
- competency of operators.

Records must be kept for the period the plant is used or until the worksite relinquishes control of the plant.

Documents used to manage plant as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in Document Control Procedure (22).

5.22. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outlined in Document Control Procedure (22).

Other methods for reviewing and evaluating the performance of this procedure will include:

- audit activity.
- investigations.
- performance reports.

6. RELATED SYSTEM DOCUMENTS

6.1. Policies & Procedures

Audit Procedure (7)

Consultation Procedure (5)

Contractor Management Procedure (6)

Document Control Procedure (22)

Electrical Procedure (9)

Emergency Management Procedure (10)

First Aid Procedure (11)

Hazard Management Procedure (14)

Hazardous Manual Tasks Procedure (16)

Incident Reporting and Investigation Procedure (2)

Induction & Training Procedure (13)

Management of Hazardous Chemicals Procedure (19)

Noise Procedure (28)

Personal Protective Equipment Procedure (29)

Purchasing Procedure (20)

Responsibility, Authority & Accountability Procedure (12)

WHS & Injury Management Policy

6.2. Forms & Tools

Equipment Disposal / Write Off Form (082F)

Group Legal Register (010T)

Plant Management Process Flow Chart (033T)

Plant Risk Assessment (081F)

Plant & Equipment Checklist (010F)

Plant & Equipment Register (050F)

Pre-Purchase Checklist (046F)

Preventative Maintenance Schedule (040F)

Pictogram Images (011T)

Standard Operating Procedure Template (066F)

7. REFERENCES

Legislation and other requirements related to this procedure are defined in Group Legal Register (010T) which can be accessed via the Catholic Safety & Injury Management website.

7.1. Internal Resources

Lock Out / Tag Out Guideline (016G)

Plant & Equipment Register Guideline (031G)

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)

Workshop & Technologies Machinery Safety Manual

7.2. External Resources

Spray painting and powder coating Code of Practice

8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Plant and Equipment Pre-purchase checklist
- Plant risk assessment
- Plant registration / certification
- Standard operating procedures
- High risk work licences
- Preventative maintenance plan
- Isolation procedures
- Emergency stop testing records
- Warning device testing records
- Plant / asset register
- Equipment disposal / write off form
- Competency records
- Maintenance / service records

9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V4	Sector Forums	July 2013	Change to Legislation	2016
April 2015 – Document Consolidated across CCES Sectors				
V1	Executive Manager CSHWSA	20/01/2016	3 yearly review and procedure consolidation	2019
V2	Executive Manager CSHWSA	20/08/2016	Review after procedure audit	2019
V3	Executive Manager CSHWSA	22/01/2021	Reviewed content, Reformatted template.	2024
V4	Executive Manager CSHWSA	31/03/2022	Information added on when risk assessment requires review section 5.6 Added reference to Workplace Inspection Checklists 5.9	2025
V4.1	Director CSaIM	24/07/2024	Updated procedure numbers	2025

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