



# PLANT PROCEDURE

<b>Version No</b>	4.0
<b>Issued</b>	24/09/2019
<b>Next Review</b>	Sept. 2024
<b>GDS</b>	12.63.1

## 1 OVERVIEW

The District Council of Orroroo Carrieton recognises its obligation to, so far as is reasonably practicable:

- ensure the provision and maintenance of safe plant and systems of work; and
- manage risks to health and safety associated with plant.

This Procedure applies to District Council of Orroroo Carrieton owned or leased plant.

This Procedure aims to:

- Manage plant that is introduced into the workplace as an on-going resource (ie purchased or leased). However, it includes requirements for plant that is hired for a single activity or on an infrequent basis. All plant shall be subjected to a documented hazard identification, risk assessment and control process, have the appropriate records of inspection / certification and be operated by a competent person in accordance with an appropriate safe system of work.
- Ensure that Council complies with legislative requirements related to testing, maintenance, installation, commissioning, use, repair, alteration, dismantling, storage and disposal of plant.

SIGNED .....	.....
Chief Executive Officer	Chairperson, WHS Committee
Date: 24 / 09 / 2019	Date: 24 / 09 / 2019

## 2 CORE COMPONENTS

The core components of our plant procedure aim to ensure that:

- The District Council of Orroroo Carrieton maintains a record of all plant in the workplace;
- Reasonably foreseeable hazards associated with the introduction, commissioning, use and/or alteration of plant in the workplace are identified, assessed and controlled based on the highest level of the Hierarchy of Control that is reasonably ;
- Risk control measures are maintained and reviewed;
- Installation and commissioning of plant is planned, documented and undertaken by a competent person;
- Appropriate training and competency assessment is undertaken prior to activities associated with plant occurring;
- Appropriate inspection requirements are identified, undertaken and recorded eg pre-operational checks, periodic maintenance checks, safety inspections, regulatory inspections;
- Where required, registration occurs (eg boilers, pressure vessels, tower cranes, lifts) as set out in Part 2 of Schedule 5 of the WHS Regulations 2012;
- Appropriate records are identified, maintained and accessible (eg registration documents, inspection check sheets / certificates, training records, corrective action records, internal audit reports);
- Decommissioning, dismantling, disposal and storage of plant is carried out in such a way that it does not create risks to health and safety; and
- The plant management process is included for review within the internal audit process.

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## 3 DEFINITIONS

Competent person	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task [as defined by the WHS Regulations 2012 Regulation 5]
Commissioning	In relation to plant, means performing necessary adjustments, tests and inspections to ensure that the plant is in full working order to specified requirements, and includes re-commissioning [as defined by Approved Code of Practice Managing the Risks of Plant in the Workplace, Section 3.2]
Hierarchy of Control	If it is not reasonably practicable for risks to health and safety to be eliminated, risks must be minimised, so far as is reasonably practicable, by doing one or more of the following: (a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) Isolating the hazard from any person exposed to it; (c) Implementing engineering controls. If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. If a risk then remains the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment. [as defined by the Work Health and Safety Regulations 2012 Regulation 36]
Personal Protective Equipment (“PPE”)	Anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment. [as defined by the Work Health and Safety Regulations 2012 Regulation 5]
Plant	Includes— (a) Any machinery, equipment, appliance, container, implement or tool; (b) Any component of any of those things; (c) Anything fitted or connected to any of those things. [as defined in the Work Health and Safety Act 2012 Section 4]. <b>Note:</b> plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand (e.g. a screwdriver) <b>is not</b> covered by the WHS Regulations. The general duty of care under the WHS Act applies to this type of plant. [as per Approved Code of Practice Managing the Risks of Plant in the Workplace Section1.1]
Program	A planned component of an organisation's WHS management system. [as defined by the return to Work SA work health and safety standards for self insured employers which includes the Performance Standards for Self Insurers (PSSI) ].
Risk	The possibility that harm (death, injury or illness) might occur when exposed to a hazard. [as defined by Approved Code of Practice, How to Manage Work Health and Safety Risks]
Risk assessment	The process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards.
Safe Work Instruction (“SWI”)	A document that records how to conduct a task safely, which outlines the steps to be followed to complete the activity, recorded in a logical progression, along with any controls/safety measures that need to be used.

## 4 PROCEDURE

### 4.1 Plant register

- 4.1.1 The management team has nominated the Manager of Corporate & Community Services to manage the plant register for the organisation.
- 4.1.2 A plant register must be developed and maintained that includes:
- Plant owned, hired or leased by the District Council of Orroroo Carrieton.
  - Notation of whether there is a current risk assessment, (or if a risk assessment has not been undertaken, a notation of the controls that have been implemented and a reference to the guidance material that required them);
  - Reference to any Safe Work Instruction ('SWI') relating to use of the plant; and
  - Registration requirements and renewal dates.
- 4.1.3 Department managers must notify the Manager of Corporate & Community Services when plant (which is under their control) is introduced, modified, altered or disposed of. The register must be updated to reflect the changes made.

### 4.2 Introduction of plant to the workplace

- 4.2.1 When the purchase of an item of plant is required, the relevant manager should complete a pre-purchase checklist (refer Appendix A) and review the plant register and any existing documentation, including:
- Procurement documentation, including adequate information provided by the manufacturer concerning:
    - Each purpose for which the plant was designed or manufactured and
    - Any conditions necessary to ensure that the plant is without risks to health and safety when used for a purpose for which it was designed or manufactured, or when assembling, storing, decommissioning, dismantling or disposing of the plant.
  - Checking whether a risk assessment exists for that particular item of plant and is current, (in which case the purchase can proceed, providing all requirements of the Council's Procurement Policy have been met; and
  - If a risk assessment does not exist or is out-dated, arranging for a risk assessment to be undertaken.

When considering the purchase of an item of plant, the relevant manager must discuss Council's needs with the plant supplier and consider any information provided about its safe use. This may include relevant legislation, Codes of Practice, industry guidance material or manufacturer's information.

#### 4.2.2 Before purchasing, hiring or leasing plant the relevant manager must:

- Determine:
  - The foreseeable hazards and risks associated with installation, commissioning, operation, inspection, maintenance, repair, transport, storage and dismantling of the plant;
  - What control measures are needed to minimise those hazards and risks;
  - How the manufacturer's recommendations in relation to the frequency and type of inspection and maintenance needed will be met;

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- iv. Whether people who operate the plant or carry out inspection and maintenance require particular skills or qualifications;
- v. Whether special conditions apply, or equipment is required, to protect the health and safety of people carrying out activities such as installation, operation and maintenance; and
- vi. Whether any alterations or modifications are to be made to the plant.

- b) Confirm that the plant includes the following characteristics, where relevant:
  - i. Contact with or access to dangerous parts is prevented, e.g. by using guards and/or protective structures;
  - ii. It is of sturdy construction and has tamper-proof design;
  - iii. There are no obstructions to the plant operator;
  - iv. It has fail-safe operation;
  - v. It is easy to inspect and maintain;
  - vi. It does not introduce other hazards (e.g. manual handling problems or excessive noise), into the workplace;
  - vii. It incorporates measures to minimise risks during use (e.g. low noise); and
  - viii. It complies with the relevant legislative requirements, Code(s) of Practice, guidance material or industry standards.

- 4.2.3 Once purchased or commissioned, a risk assessment (in accordance with 4.2.1) must be completed for each item of plant.

Where multiple items of plant of the same design are purchased, installed and used under the same conditions, the same risk assessment can be applied to all items. However, this is subject to the qualification that where risk varies from operator to operator and/or task to task, a separate task risk assessment should be carried out.

- 4.2.4 The identification of hazards should be conducted in accordance with the Hazard Management Procedure and include the general duties of designers, manufacturers, importers, suppliers, those who install, construct or commission plant and those with management or control of plant (as outlined in the WHS Regulations 2012, Chapter 5, Part 1).

- 4.2.5 If previously used (ie second hand) plant is being supplied to Council, the following information should be sought from the supplier:
- a) Relevant health and safety information prepared by the designer or manufacturer of the plant;
  - b) Maintenance records or any other records kept by the previous owner of the plant or provided by the supplier of the plant; and
  - c) Written notice of the condition of the plant, maintenance records and details of any identified faults.

- 4.2.6 The department manager should form a team to undertake the risk assessment in accordance with the Hazard Management Procedure. The team should consist of workers who will be using the plant, the department manager and other relevant stakeholders or experts. A health and safety representative (where one exists for the work group) should be invited to participate.

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- 4.2.7 The risk assessment process should include:
- a) A review of the item of plant (to be conducted by relevant stakeholders and including a demonstration by the supplier where reasonably practicable and relevant) and stakeholder observations before purchase occurs;
  - b) A review of the risk assessment provided by the supplier;
  - c) Consideration of relevant legislation (e.g. Heavy Vehicle National Laws), Code(s) of Practice, industry standards or guidance material and Australian Standards, (including requirements for registration, certification and or licenses);
  - d) Consideration of hazards including but not limited to:
    - i. Injury from entanglement;
    - ii. Crushing by falling or moving objects, or plant tipping over;
    - iii. Crushing from people being thrown off or under plant;
    - iv. Cutting or piercing due to sharp or flying objects;
    - v. Friction burns;
    - vi. Injury from high-pressure fluids;
    - vii. Injury from electricity;
    - viii. Injury from explosion;
    - ix. Slips, trips and falls;
    - x. Suffocation;
    - xi. Ergonomic requirements;
    - xii. High temperatures; and/or
    - xiii. Dust, vibration, noise & radiation.
  - e) The layout and condition of the work environment where the plant is to be used, eg a confined or restricted space, muddy or dusty environment;
  - f) The system of work associated with the plant use (including the need for the development of a SWI). These documents, where required, should be in place before operation of the plant;
  - g) Competencies, skill and experience required by plant users/operators;
  - h) Whether the plant can be safely used by a person undertaking remote or isolated work;
  - i) Any reasonably foreseeable abnormal condition (including any foreseeable abnormal use or operation, unintended use or misuse);
  - j) Requirements for:
    - i. Installation;
    - ii. Decommissioning;
    - iii. Alteration;
    - iv. Storage;
    - v. Breakdown maintenance;
    - vi. Preventative maintenance and inspection; and
    - vii. Disposal;
  - k) The management of any potential emergency situations associated with the plant and its use;
  - l) The condition of the plant (eg is it old and missing safety features found on new plant? Is it reliable or often needing emergency maintenance?);
  - m) The impact of the existence of other people or items of plant in the vicinity;

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- n) Where and when access is required during the installation, operation or maintenance of plant and in an emergency;
- o) The work practices and procedures that exist in relation to plant safety (eg isolation to carry out maintenance, emergency shut-down);
- p) The training, information, instruction and supervision provided to workers and other persons who may be exposed to plant;
- q) Consideration of the PPE that may be required to be worn to operate the plant. Consideration must also be given to whether any PPE creates a hazard (e.g. gloves caught in moving parts of plant);
- r) Whether the plant's safety depends upon the competency of its operators;
- s) The organisation of the work associated with the plant, eg:
  - i. Pedestrian and vehicular traffic around the plant;
  - ii. Time spent on repetitive tasks;
  - iii. Shift work arrangements; and
  - iv. Any production incentives that may affect health and safety.

#### 4.2.8 Specific controls are required under the WHS Regulations for certain types of plant.

In some situations, specialised expertise may be required to assist in completing the risk assessment process. These situations include where:

- a) There is uncertainty about the degree of risk;
- b) There is a significant risk, eg exposure to sustained noise, plant that requires complex guarding;
- c) Plant has not been manufactured in Australia;
- d) The plant is of such a nature that specialist knowledge is required to complete the risk assessment competently; and/or
- e) Other factors such as locality, timing and/or expense are a consideration as to the completion of the task.

#### 4.2.9 The findings of the risk assessment must be documented on the Plant Risk Assessment Form. The form should include the agreed Hazard Management Procedure risk matrix estimations for likelihood, consequence and risk rating.

#### 4.2.10 The plant risk assessment should be:

- a) Signed by all parties who participated in the risk assessment process; and
- b) Revised whenever there is evidence to indicate that the assessment is no longer current, risk controls are no longer effective, or when there has been a change in the work to which the risk assessment relates.

#### 4.2.11 The person responsible for purchase, lease or hire of plant must complete the appropriate documentation in accordance with Council's Procurement Policy and specifically:

- a) Any specific requirements identified during the risk assessment process should be documented in the purchase documentation; and
- b) All purchases, leases or hires of plant must have manufacturers' instructions supplied.

### 4.3 Risk control

#### 4.3.1 The department manager must check that all hazards identified during the risk assessment process are added to the hazard register.

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4.3.2 An action plan must be developed and, where it is not reasonably practicable to eliminate risks, controls from the highest level of Hierarchy of Control that are reasonably practicable must be selected, documented and implemented in accordance with the requirements of the Hazard Management Procedure.

4.3.3 The following table will guide decision making if the risk assessment has rated the risk of using any plant as 'Extreme':

Controls	Decision
Control options are not available or do not reduce the risk below 'Extreme'	Do not purchase, lease or hire plant
Control options are available that reduce risk from 'Extreme' to as low as reasonably practicable	Purchase, lease or hire plant and ensure control measures are implemented

4.3.4 A combination of control measures may be required to effectively manage a hazard. Depending on the outcomes of the specific risk assessment, this may include both short and long term control measures.

4.3.5 Safe Work Instructions (SWIs) should contain the information set out in the SWI section of the WHS Document Management Procedure and also include:

- a) The supervision requirements for persons who are not competent to work unsupervised;
- b) Pre-operational inspection requirements;
  - i. The correct use of guarding and other control measures;
  - ii. How to safely access and operate the plant;
- c) Load restraint requirements, as relevant;
- d) Maximum vehicle load and towing capacity, as relevant;
- e) Any specific requirements in relation to the National Heavy Vehicle Laws, as relevant e.g. fatigue management;
- f) The communication of requirements for remote or isolated workers;
- g) How to carry out inspections, shut down, isolation, cleaning, repair and maintenance, including any confined space entry procedures, as relevant;
- h) Traffic rules, rights of way, clearances and no go areas for mobile plant; and
- i) Any other control measure necessary for the safe use of plant.

4.3.6 The person responsible for the purchase, lease or hire of plant should send the completed risk assessment documentation to the Manager of Corporate & Community Services, who will then:

- a) Make the relevant notations in the Plant Register;
- b) Make information available, eg:
  - i. The Plant Register should be made centrally available; and
  - ii. Completed risk assessments, relevant controls, SWIs, SOPs, Safe Work Method Statements and manufacturers' instructions must be made available to pertinent work groups.

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- 4.3.7 The department manager must ensure that:
- a) Any item of plant specified in the WHS Regulations 2012, Chapter 5, Part 3—Registration of plant designs and items of plant, is not used until the plant is registered; and
  - b) A plan is developed to train and/or assess the competency of each operator of such plant.

## 4.4 Installation, erection and commissioning

4.4.1 An installation, erection or commissioning plan should be documented prior to the activity occurring, when relevant.

4.4.2 The following factors apply to the installation, erection or commissioning of plant:

- a) Any installation, erection or commissioning must be undertaken by a competent person who has been provided with such information as is necessary to enable the plant to be installed, erected or commissioned in a manner that minimises any risk to health or safety;
- b) The plant is installed, erected or commissioned in a location that is suitable for the operation being undertaken and the type of plant in use;
- c) There is sufficient space around the plant to allow the plant to be used and repaired so as to minimise any risk to health or safety;
- d) A proper layout of the workplace, and safe access and egress, is provided; and
- e) The plant is in an appropriate state to be transferred into active service.

4.4.3 Records of the installation, erection or commissioning process must be retained in accordance with Section 6 below.

## 4.5 Hire of plant

4.5.1 If plant is hired for a short term period, the person responsible for the hire must check that:

- a) The item of plant to be hired has been inspected and maintained in accordance with legislative requirements and manufacturer's specifications, which may require the review of log books or maintenance manuals;
- b) Relevant health and safety information prepared by the designer or manufacturer about the purpose of the plant and its proper use is provided at the point of hire. This should include information about the safe use and any limitations of the plant, the training and competency requirements for the operator and any emergency controls;
- c) The plant is suitable for its intended use; and
- d) Inspection, testing and maintenance requirements required while the plant is under Council's control are identified.

## 4.6 Training and Supervision

4.6.1 The Council's Training Needs Analysis (TNA) will identify the WHS induction, training, and licensing requirements for workers to enable them to understand and apply this procedure on any SWI [or SOP] to plant use including:

- a) Managers and supervisors of plant operators;
- b) Workers required to lead the risk assessment process of plant;
- c) Workers who assess the competency of plant operators; and



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- d) Workers who operate, install, commission, test, maintain, decommission, dismantle or dispose of plant.

## 4.6.2 Licensing and competency:

- a) A worker who is required to operator an item of plant should demonstrate competency which is applicable to the plant they are using.
- b) Where required by legislation, the worker must hold a current license. For example:
- i. A current drivers licence suitable for the class of vehicle being operated; and
  - ii. A high risk work licence in accordance with Schedule 3 of the WHS Regulations; and/ or
  - iii. Evidence of competency assessment for operators of load shifting equipment.

## 4.6.3 The department manager must make sure, so far as is reasonably practicable, that:

- a) No item of plant is operated at the workplace unless the operator has been provided with information, training, instruction and/or supervision that is necessary to protect all persons from risks to their health and safety; and
- b) The instruction, training and supervision is commensurate with the level of risk to health or safety that has been identified by the risk assessment process; and
- c) When required, operators hold a current licence or certificate of competency applicable to the plant.; and
- d) Relevant safety information is provided to persons who are involved in installing, commissioning, testing, maintaining, or repairing plant, as well as decommissioning, dismantling or disposing of plant. This information should cover the types of hazards and risks the plant may pose to the person when they are carrying out these activities.

## 4.6.4 Contractor use of Council's plant

- a) Contractors should not be permitted to use Council's plant and equipment, except in exceptional circumstances (eg in an emergency situation or where the equipment is fixed and not easily replaced by contractors' equipment, ie lifting gantries in workshops, anchorage points);
- b) Where contractors use Council's plant and equipment, contractors must provide evidence of training and licensing (where required) and the department manager must keep records of those competencies.
- c) If the Council is not satisfied that the contractor has been provided with information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety, the contractor must not be permitted to use Council plant and equipment.

## 4.7 Plant use

### 4.7.1 The department manager must check that:

- a) Adequate supervision is provided to all plant operators, as determined by the risk assessment and/or the SWI;
- b) A SWI is available at, or as close as is reasonably practicable to, the point of use and may include:
- i. The correct use of guarding and other control measures;
  - ii. How to safely access and operate the plant;

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- iii. Who may use an item of plant, eg only licensed operators;
  - iv. How to carry out inspections, shut-down, cleaning, repair and maintenance;
  - v. Traffic rules, give way requirements, clearances and no-go areas for mobile plant; and
  - vi. Emergency procedures.
- c) The required pre-operational tests and/or inspections are undertaken prior to the use of any item of plant and records are retained of this;
  - d) Measures are in place to prevent unauthorised interference, alteration or use of plant; and
  - e) Emergency instructions relating to an item of plant are clearly displayed on or near the plant.

4.7.2 If a hazard has been identified during plant use, the requirements of the Hazard Management Procedure must be followed, which includes:

- a) The department manager, in consultation with any relevant health and safety representative (HSR) and/or end users, re-evaluating the existing controls;
- b) If it is not reasonably practicable to eliminate identified risks, the department manager should document an action plan and implement and monitor the controls selected from the Hierarchy of Control. The action plan should be signed by all parties involved in the risk management process;
- c) If the function or condition of plant is impaired or damaged to an extent that gives rise to an immediate risk to health or safety, the plant must be immediately withdrawn from use until the risk is controlled or the plant is repaired in accordance with the following:
  - i. The operating controls are isolated and/or tagged out of service and the item of plant withdrawn, when practicable, from the usual operating environment;
  - ii. Where appropriate, the requirement not to use an item of plant should be formally communicated to all end-users and a record of the communication retained;
  - iii. Corrective and preventative actions are identified and implemented in accordance with the WHS Corrective and Preventative Action Procedure;
  - iv. Plant is maintained and repaired according to the manufacturers' specifications or, in the absence of such specifications, in accordance with a competent person's recommendations; and
  - v. Monitoring occurs to make sure control actions are effective;
- d) The department manager should check that the appropriate record is made in the hazard register.

4.8 Inspection, testing, maintenance, alteration and repair

4.8.1 A maintenance schedule should be developed by the Works Coordinator detailing the inspection, testing and or maintenance requirements for each item of plant, including:

- a) Registration and/or certification requirements; and
- b) Testing and maintenance requirements for all safety features and/or warning devices.

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- 4.8.2 Inspections, testing, maintenance and repair should be conducted by a competent person in accordance with procedures recommended by the designer or manufacturer (or those developed by a competent person).
- 4.8.3 Subject to 4.8.4, if access is required to plant with moving parts for the purpose of maintenance, cleaning or repair, the plant must be stopped and one or more of the following should be used to minimise any risk to health or safety:
- Lockout or isolation devices;
  - Danger tags;
  - Permit to work; or
  - Other control measures.
- 4.8.4 If it is not reasonably practicable to carry out cleaning, maintenance or repair while the plant is stopped, the operator's controls must allow the safe operation of the plant while the person is undertaking the maintenance or cleaning.
- 4.8.5 If plant is altered, it should be altered, inspected and tested by a competent person, having regard to any relevant design specification (taking into account any alteration to the design) prior to the plant being returned to service.
- 4.8.6 Repairs must be carried out so as to retain the plant within its design limits.
- 4.8.7 Records of repair, inspection, testing and maintenance activities must be retained.
- 4.9 Decommissioning, dismantling, disposing and storage
- 4.9.1 Plant must be decommissioned, dismantled and stored by competent persons in accordance with the designers' and manufacturers' instructions.
- 4.9.2 The person who decommissions or dismantles plant must be provided with all available information necessary to eliminate or, where this is not reasonably practicable, minimise risks to health and safety.
- 4.9.3 Any hazards inherent in the process of decommissioning and dismantling the plant (eg exposure to hazardous substances) must be identified.
- 4.9.4 The processes associated with the decommissioning and dismantling include inspections for the identification of risks associated with these processes and activities.
- 4.9.5 Plant must not be decommissioned or dismantled unless it can be carried out without risks to health and safety, so far as is reasonably practicable.
- 4.9.6 When in storage, plant must be left in a state that does not create a hazard in the workplace.
- 4.9.7 Dismantled or stored plant should remain on the relevant plant register.
- 4.9.8 The responsibility for plant in storage remains with the department manager.
- 4.10 Movement of fixed plant between sites
- 4.10.1 The department manager at the new location should undertake a risk assessment for the use of plant at the new location, as outlined in steps 4.2 and 4.3 above. This process may include, as relevant:
- Revision of a current and relevant risk assessment and SWI: or
  - Development of a new risk assessment and/or SWI.

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4.10.2 The department manager should notify the Manager of Corporate & Community Services that the location of the plant has been changed so that the plant register can be updated to reflect the changes made.

## 4.11 Salvage and disposal

4.11.1 The disposal or salvage of any surplus plant must comply with legislative requirements.

4.11.2 The person being supplied with the plant must be given any relevant:

- a) Health or safety information prepared by the designer or manufacturer of the plant held by Council; and
- b) Records relating to the plant (including maintenance records and a written notice outlining the condition of the plant, and faults identified and, if appropriate, that the plant should not be used until the faults are rectified).

4.11.3 Before plant is supplied as scrap or spare parts, Council must inform the person to whom the plant is supplied, either in writing or by marking the plant, that the plant is being supplied for scrap or spare parts and that the plant in its current form is not to be used as plant (note: 4.11.2 does not apply to plant to be used for scrap or spare parts).

4.11.4 If the plant for disposal contains materials which are likely to present a risk to the health and safety of individuals or the environment, relevant regulatory requirements must be observed.

4.11.5 The department manager is responsible for ensuring that the Manager of Corporate & Community Services has been notified that plant has been removed so as to enable them to update the plant register to reflect the changes.

## 4.12 Monitoring and evaluation

4.12.1 The department manager or delegate must inform relevant persons (e.g. operators of plant) about the control measures selected or corrective actions that have been implemented for plant safety. Department meeting minutes and / or some other appropriate record will demonstrate that this has occurred.

4.12.2 The department manager or delegate must make sure, so far as is reasonably practicable, that any new hazards that may have been introduced by the selected controls methods are identified by:

- a) Monitoring and evaluating controls for effectiveness;
- b) Recommencing the risk assessment process if new plant hazards are identified;
- c) Consulting with workers and other relevant stakeholders;
- d) Communicating the outcomes of the risk assessment process within the department or work group and to the Health & Safety Committee (HSC), as required; and
- e) Retaining completed risk assessments/safe work instructions (SWI).

4.12.3 The Health & Safety Committee must monitor the Hazard Register during its meetings and present a report to the management team listing outstanding items requiring their direction or enforcement.

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4.12.4 The management team must review plant hazard and incident statistics, audit results, legislative changes and other information relating to the plant safety process and direct action when required. Minutes should record outcomes of discussion and actions directed to be undertaken.

4.12.5 The plant safety process is subject to internal audit and the audit findings should be reported as part of the ongoing management review process.

4.12.6 The management team must set, monitor and review objectives, targets and performance indicators for the plant safety process, as relevant.

## 5 TRAINING

5.1 The District Council of Orroroo Carrieton training needs analysis should identify the training needs and core competencies required for plant and associated activities.

5.2 Relevant workers must have the plant procedure explained to them during the induction process.

5.3 Persons responsible for purchase, lease or hire of plant and/or undertaking plant risk assessments must have specific training that includes legislative requirements for plant.

5.4 Workers who are required to use plant must receive training specific to the task and appropriate supervision.

5.5 A registered and, where relevant, approved training organisation must be used to deliver any legislatively mandated training.

5.6 Contractors should be made aware of the Plant Procedure during the tendering / procurement process and demonstrate that they are able to comply (where applicable).

## 6 RECORDS

The following records must be maintained:

6.1 Plant risk assessments

6.2 Safe work instructions

6.3 Purchase, lease or hire documentation

6.4 Operating manuals

6.5 Training records, licences and other competency records

6.6 Plant inspection, testing and maintenance records

6.7 Plant registration and certification records

All records must be retained in line with the current version of GDS20.

## 7 RESPONSIBILITIES

7.1 The *management team* is accountable for:

7.1.1 Ensuring that Council meets its legislative duties for plant;

7.1.2 Approval of budgeted expenditure necessary for plant;

7.1.3 Setting and monitoring objectives, targets and performance indicators for any plant safety program, as relevant;

7.1.4 Checking that managers and supervisors have been provided with training to enable them to:

a) Apply the requirements of this procedure and the associated legislative requirements for plant under their control;

b) Provide adequate training, information, instruction and supervision to the workers under their control in relation to the testing, maintenance, installation, commissioning, use, repair, alteration, dismantling, storage and disposal of plant; and

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- c) Conform to the requirements of this procedure.
- 7.1.5 Checking that Council workers have been provided with training to enable them to:
  - a) Understand and apply this procedure and any relevant SWIs in relation to the management and operation of plant; and
  - b) Be competent to undertake required tasks.
- 7.1.6 Monitoring the Hazard Register and enforcing close out of items when required;
- 7.1.7 Reviewing the effectiveness of the plant safety process;
- 7.1.8 Including plant within the management review process and
- 7.1.9 Consulting with managers, supervisors and/or the Health & Safety Committee.
- 7.2 *Managers and supervisors* are accountable for:
  - 7.2.1 Maintaining plant and equipment registration in accordance with legislative requirements;
  - 7.2.2 Checking that workers are provided with necessary training and supervision;
  - 7.2.3 Checking that workers:
    - a) Understand and can apply the Plant Procedure and any relevant SWIs in relation to the tasks they undertake;
    - b) Are competent (and licenced, where applicable) to undertake required tasks; and
    - c) Can use and maintain PPE if required.
  - 7.2.4 Assessing and recording on the Hazard Register, in consultation with workers or their representatives, identified plant hazards;
  - 7.2.5 Implementing controls, in consultation with workers or their representatives, using the Hierarchy of Control, evaluating controls and reviewing them for effectiveness;
  - 7.2.6 Communicating the outcomes of risk assessments within the department and across the organisation as required;
  - 7.2.7 Closing out hazard register items within designated time frames;
  - 7.2.8 Completing documentation associated with the hazard identification and risk assessment process;
  - 7.2.9 Ensuring that required inspections, testing and maintenance are undertaken;
  - 7.2.10 Implementing any corrective or preventative actions required for the continual improvement of the plant and equipment process;
  - 7.2.11 Coordinating, supervising, monitoring and reviewing contractor activities for compliance;
  - 7.2.12 Retaining records as required;
  - 7.2.13 Seeking expert advice when a need is identified;
  - 7.2.14 Providing reports to the Health & Safety Committee and/or management team, as required; and
  - 7.2.15 Consulting with workers.
- 7.3 *The Manager of Corporate & Community Services* is accountable for:
  - 7.3.1 Maintaining the currency of the plant register;
  - 7.3.2 Assisting in the procurement and risk assessment processes for plant when required;
  - 7.3.3 Monitoring and advising on legislative change and plant compliance requirements; and

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7.3.4 Providing relevant reports and information to the management team and/or the Health & Safety Committee as required.

7.4 *Workers* are accountable for:

7.4.1 Complying with the requirements of this procedure;

7.4.2 Participating in training and consultative processes when required;

7.4.3 Ensuring they do not continue to use equipment or plant when their licence or other required certificates of competency has expired or otherwise require renewal. Workers should inform their manager or supervisor as soon as their licence or certificate of competency expires or has any conditions placed upon it;

7.4.4 Following reasonable instructions and SWIs;

7.4.5 Using and maintaining any aids, personal protective equipment (PPE) and safety equipment provided;

7.4.6 Not using equipment that has been locked out or tagged out of service or causing those tags to be removed or damaged;

7.4.7 Not using equipment unless the required guarding is in place;

7.4.8 Immediately reporting hazardous situations or safety problems to their manager or team leader, in accordance with the Hazard Management Procedure;

7.4.9 Assisting in assessing risk, implementing control measures and evaluating them for effectiveness, as required; and

7.4.10 Seeking assistance to manage plant hazards, when required.

7.5 The *Health & Safety Committee* is accountable for:

7.5.1 Facilitating co-operation between management and workers in matters relating to the safety of plant; and

7.5.2 Monitoring the hazard register and referring issues that require management direction or enforcement to the Council's management team.

## 8 REVIEW

8.1 The Plant Procedure must be reviewed by the management team, in consultation with workers or their representatives, every five (5) years or more frequently if legislation or organisational requirements change. This may include a review of:

8.1.1 Feedback from managers, workers, HSRs, HSC or other stakeholders;

8.1.2 Legislative compliance;

8.1.3 Audit findings relating to plant;

8.1.4 Incident reports, claims costs and trends; and

8.1.5 Any other relevant information.

8.2 Results of reviews may result in preventative and/or corrective actions being implemented and/or revision of this document.

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## 9 References

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[State Records Act 1997](#)

[General Disposal Schedule 20 for Local Government](#)

[ReturnToWorkSA's Performance Standards for Self-Insurers](#)

Approved Code of Practice; [Managing Risks of Plant in the Workplace](#)

Approved Code of Practice; [How to Manage Work Health & Safety Risks](#)

Australian/New Zealand Standard AS/NZS 1200: Pressure Equipment

Australian Standard AS 1418: Cranes, Hoists and Winches

Australian Standard AS 2030: Gas Cylinders Code

Australian/New Zealand Standard AS/NZS 2211: Safety of Laser Products

Australian Standard AS 2550: Cranes, Hoists and Winches - Safe Use

Australian/New Zealand Standard AS/NZS 3788: Pressure equipment—In-Service Inspection.

[NOTE: this is not an exclusive list of approved Codes of Practice and other documents may need to be referenced depending on the nature and hazards of the work being undertaken and the respective work environment.]

## 10 RELATED DOCUMENTS

Hazard Management Procedure

Isolation and Lockout Procedure

Electrical Safety Procedure

Corrective and Preventative Action Procedure

Contractor Management Procedure

Council Procurement Policy



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## 11. DOCUMENT HISTORY

	Version No:	Issue Date:	Description of Change:
LGAWCS	1.0	Dec 2009	New Document, December 2009
	2.0	05/04/13	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate. Inclusion of enhanced detail on controls (such as details on content of SWI at 4.7.1 b)
	3.0	25/04/16	References to WHS Committee (WHSC) amended to Health and Safety Committee (HSC) for consistency with WHS Act and Codes of Practice; clarification of requirements for leasing & short term hire; including reference to procurement policy in 4.2.1(b); language & formatting
	3.1	05/05/16	Minor correction in section 2 (numbering started at C in V 3.0 – no corrected to start at a)
	4.0	12/10/18	Addition to Core Component 2b) and e); addition of Pre purchase checklist to 4.2.1 and section 11; added HVNL reference to 4.2.8c) and SWMS in 4.2.8f); added new 4.3.5; added SWMS to 4.3.6.b)ii; revised section 4.6; removed content of 4.7.1b) as content now included in 4.3.5; added additional references in 9 and 10. Added pre-purchase checklist as Appendix A: Plant Pre-Purchase checklist.  Legal review – minor grammatical and content changes
DCOC	1.0	20/09/10	New Document, December 2009
	2.0	18/03/14	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include: OHS to WHS and employee to worker where appropriate. Inclusion of enhanced detail on controls (such as details on content of SWI at 4.7.1 b)
	3.0	23 August 2016	References to WHS Committee (WHSC) amended to Health and Safety Committee (HSC) for consistency with WHS Act and Codes of Practice; clarification of requirements for leasing & short term hire; including reference to procurement policy in 4.2.1(b); language & formatting
	4.0	24/09/2019	Added to Core Components – Hierarchy of Control + Competency assessment. Definition of 'program' updated. Added information to sections: 4.2.1 Plant Pre-purchase Checklist; 4.27(c) Heavy Vehicle National Licence Law; 4.2.7(q) PPE; 4.2.9 Hazard Management Procedure risk matrix; Added Section 4.3.5 SWI requirements; 4.6.1 training (including TNA) requirements; 4.6.3(d) providing relevant safety information; worker accountability for maintaining currency of licence/ ticket; Document History for LGAWCS 'one system' document; and Appendix A – Plant Pre-Purchase checklist. Updated 4.8.1 – Work Overseer to Works Coordinator; and document review time frame from 3 years to 5 years.



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## Appendix A: Plant Pre-Purchase Checklist

Description of Plant:	
Manufacturer:	Model:
Proposed Supplier:	Quoted price:
Location/site:	
Person requesting purchase:	

	Consideration	Response	Date completed
1.	<p><b>Have all legislative requirements, AS/NZS Standards, Codes of Practice, industry guidance material, vehicle certification and registration requirements that apply to this item been identified?</b></p> <p>If Yes list all applicable legislation, standards, codes of practice &amp; guidance material identified and considered.</p> <p><i>(NOTE: This may be identified and documented as part of the pre-purchase risk assessment process)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	<p><b>Does this item of plant require registration?</b> (refer to Schedule 5, Part 2 - WHS Regulations 2012)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	<p><b>Has the supplier been requested in writing as part of the procurement process to provide instruction / operator / user manuals?</b></p> <p>If not, what steps will be taken to remedy this oversight?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.	<p><b>Has the supplier been asked to provide a risk assessment for this item?</b> If not, what steps will be taken to remedy this oversight?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.	<p><b>Does the risk assessment provided fit the intended use of this item?</b> If not, why not? Is a more appropriate solution available? Provide details.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.	<p><b>Is specialist expertise required to complete the risk assessment?</b> E.g. uncertainty about degree of risk, there is significant risk, plant not manufactured in Australia, etc.?</p> <p>If yes, who will be engaged?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.	<p><b>Has a local risk assessment been completed, taking into account the intended operating environment &amp; operator skills/experience?</b></p> <p><i>(NOTE: A local risk assessment should be undertaken in addition to the supplier risk assessment. Not all the supplier risk assessment hazards, risks and controls may be applicable or alternatively local hazards may not be included in the supplier risk assessment. A local risk assessment also needs to include the intended operating environment and operator skills/experience)</i></p> <p>Consider special conditions or equipment required to protect the health and safety of the operator and others in the workplace and whether the item is likely to introduce any new hazards to the workplace.</p> <p><i>(NOTE: If risk rating is extreme &amp; controls are not available, do not proceed with purchase. If risk rating is extreme &amp; control options are available, item may be purchased provided controls are implemented &amp; a monitoring plan is in place to ensure effectiveness)</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.	<p><b>Specify any special requirements for this item,</b> (attach separately if required, e.g. any modifications made/requested, requirement to work in remotely or in isolation).</p> <p>Does the plant need to be used in conjunction with other plant? If yes, has connectivity and compatibility been considered e.g. carrying loads or other plant, attachments, vehicle weights, crane capacities etc.</p> <p>Have any modifications been assessed by a competent person e.g. qualified engineer and evidence retained, identification plate updated in line with modifications, etc.?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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	Consideration	Response	Date completed
9.	<b>Has the worksite layout, access and storage requirements been considered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.	<b>Is there any emergency stop device, guarding, ergonomic requirements, noise or manual handling issues that need to be considered, assessed and addressed prior to purchase?</b> <i>(NOTE: This should also be identified within the pre-purchase risk assessment.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, provide details.		
11.	<b>Are chemicals required as part of the operational requirements of the item?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, list all chemicals (e.g. petrol, solvents, adhesives, etc.) and the date the SDS was obtained and a risk assessment undertaken to determine the status of the chemical e.g., dangerous / hazardous. <i>(NOTE: This should also be identified within the pre-purchase risk assessment.)</i>		
12.	<b>Are there licensing / registration requirements for the item and are permits to operate and / or operator certification required?</b>		
	Who is responsible for obtaining these licenses or permits?		
13.	<b>What training or competency standard is required for workers or others to safely use this item?</b>		
	Will the supplier provide this training to workers or others?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If the supplier is unable to provide training, who will provide this training to workers or others?		
	Have training and competency requirements been included in the TNA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14.	<b>Does this item require a formal construction, erection, installation and / or commission process?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	What parties will be involved with this process?		
	Have these parties met the organisation's contractor requirements, been inducted and do they have processes in place to consult with each other (including Council or the prescribed body)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has the construction, erection, installation and / or commission process been documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15.	<b>Will the item require regular inspection, maintenance, calibration or testing?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has the manufacturer recommended frequency & type of inspection & maintenance? If yes, include on the risk assessment, SWI and in relevant maintenance, testing and inspection schedules.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Will the supplier provide the inspection, maintenance, calibration or testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If the supplier is unable to provide this service, who will provide this service for this item?		
	Are there attachments e.g. cranes, towbars, A frames etc. that require regular inspection and testing? If yes, have they been included in maintenance and testing schedules?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If attachments are required has a structural engineer certified that the plant is retained within its design limits, where this is appropriate.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If regular inspection, maintenance, calibration or testing is to be performed in-house, are any special skills or training required? If yes, confirm that these activities are covered by current risk assessments, SWIs, training needs and training plan or update/develop these in line with the additional requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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	Consideration	Response	Date completed
16.	<b>Are spare parts readily available?</b> If yes, list the name of the supplier. If not, provide details of where spare parts can be obtained.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17.	<b>If the item breaks down, will the supplier provide an emergency breakdown service?</b> If yes, document what arrangements have been agreed to. If not, alternative arrangements need to be included in the procurement process or internal systems developed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18.	<b>How long is the warranty period for this item?</b> Document the warranty requirements.		
19.	<b>Is the item used or second hand?</b> The Heavy Vehicle Inspection Scheme (HVIS) requires a vehicle inspection upon change of ownership for all vehicles and trailers with a gross vehicle mass (GVM) or aggregate trailer mass (ATM) over 4.5 tonne that are 3 years or older from date of manufacture. <i>(NOTE: A past inspection is valid for 3 calendar months from the time of inspection)</i> Has this inspection been undertaken?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Has the supplier provided relevant health and safety information prepared by the designer or manufacturer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has a risk assessment been provided and reviewed? If not, why not? Who will undertake the risk assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are safety features (e.g. guarding, emergency stop devices, noise, ergonomics, etc.) equivalent to those on new items? If not, how will deficiencies be addressed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has the previous owner provided records of inspection, maintenance, calibration or testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has the previous owner provided written notice of the condition of the item, including any identified faults?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<i>NOTE: The above should be considered as part of pre-purchase decision making i.e. if the plant is significantly non-compliant with requirements, should it be purchased or should a cost benefit analysis be undertaken in line with updating it to the required safety and performance levels?</i>		
20.	<b>Does this item require specialised emergency procedures?</b> If yes, who will be responsible for developing and implementing these? (Include on SWI, where possible.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
21.	<b>Has consultation occurred with workers and others who are required to use the item?</b> If yes, detail how consultation has occurred, and with whom (below). If not, what steps will be taken to ensure consultation has occurred.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Has the item been inspected by workers or demonstrated by the supplier? Provide details of how this occurred.	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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Title	Name(s)	Signature	Date
Operations Manager			
Users of the plant			
Users of the plant			
Users of the plant			
Other			