

**Plant and Equipment Management**

**Procedure**

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# Plant and Equipment Management Procedure

## Purpose

To ensure all plant and equipment used is maintained in a safe operable condition to minimise the risk of injury and to ensure effective operation

## Scope:

This procedure applies to all fixed and movable plant and portable equipment used including hand tools.

## Procedure:

| Process | Methodology | Documentation |
| --- | --- | --- |
| Identify plant and equipment requiring specific maintenance and inspection | Record the recommended maintenance intervals and requirements (use manufacturers recommendations) for each piece of major plant and equipment on the Health and Safety Planner e.g., pressure vessels, automatic car wash machines. | * Health and Safety Planner. |
| Plant and equipment inspections and maintenance | Record all scheduled and unscheduled maintenance on plant and equipment identified above. | * Equipment Maintenance Log. |
| Operational inspections will be done on small equipment items and hand tools by workers including being aware of any unusual noises or movements when operating. Required repairs will be undertaken. | * Equipment Maintenance Log. |
| Regular checks for safe operation of plant and equipment will be undertaken including ensuring all guards in place and safety mechanisms are operating correctly. Required repairs will be undertaken. | * Visual check. * Equipment Maintenance Log. |
| Quarterly inspections (approx 5000kms) will be carried out on company vehicles to ensure they are in safe condition. | * Vehicle Safety Inspection Checklist. |
| All maintenance on small equipment items and hand tools will be recorded or receipts kept if sent outside the business for repairs. | * Equipment Maintenance Log. * Repair receipts. |
| Risk Assessment | Risk assessments will be done for hazardous plant without an existing Safe Work Method. Manufacturer supplied risk assessments may be used or plant risks assessments completed by staff. | * Manufacturer’s supplied risks assessments * Plant/Equipment Risk Assessment |
| Risk Control | Risk controls identified in the risk assessments will be communicated to staff through Safe Work Methods for hazardous items of plant and equipment. | * Safe Work Methods. |
|  | Operators will be trained in Safe Work Methods for hazardous items of plant and equipment. | * Employee Training and Induction Form * Safe Work Methods. |
| Electrical Testing and Tagging | All electrical equipment will be tested in accordance with AS/NZS 3760:2022 - In-service safety inspection and testing of electrical equipment. Use a certified test and tag operator or electrician for this service. | * Records of electrical testing provided by certified technician. * Testing and Tagging Intervals for Electrical Equipment sheet. |
| Registration and inspection of pressure equipment | Plant to be registered will be identified (using AS 4343 - 2005 - Pressure equipment - Hazard levels) as required by the State registration authority. This plant will include pressure vessels, boilers and piping. Contact the manufacturer or a local company who provides maintenance and inspection services for this plant for more advice and guidance. | * Registration documents. |
| Inspect pressure equipment as required by AS/NZS 3788:2006  Pressure equipment - In-service inspection. Seek advice as above. | * Equipment Maintenance Log. |
| Operator competency | Operators will be trained in the use of all equipment prior to use to ensure the risk to operator health and safety is minimised. Operator manuals should be on hand and may be used for training where necessary. | * Employee Training and Induction Record. |
| Lock Out/Tag Out of faulty plant and equipment | Faulty or unsafe plant and equipment will be tagged/locked out to prevent use until repaired or replaced. | * Safe Work Method - Lockout/Tagout. |
| Lockout/tagout should be used when performing service or maintenance near any machine where people could be injured by the unexpected start up of the machine or release of stored energy.  Some jobs for which lockout/tagout should be used are:  when you must remove or bypass a guard or other safety device;  when you must place any part of your body where you could be caught by moving machinery;  repairing electrical circuits;  repairing mechanisms that involve high pressure gas or liquid; and  cleaning jammed mechanisms. | * Visual checks. * Safe Work Method - Lockout/Tagout. |
| Follow the Lockout/Tagout Guidelines when repairing or inspecting any hazardous plant equipment. | * Safe Work Method - Lockout/Tagout. |
| Purchasing | Plant and equipment will be sourced to ensure that the least hazardous plant and equipment to effectively perform the task required is purchased. Reference to any relevant Australian Standards will be made. | * Work Diary. |