

# Procedure

## Plant Management Procedure

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### 1. Purpose

Give guidance on the OHS management of plant and equipment items used by Greater Shepparton City Council workers.

### 2. Actions Required

- Hazard assess plant items prior to use
- Implement control options to reduce injury risk
- Review.

### 3. Definitions

**COGSAFE** – Council's Safety Management System

**GSCC**- Greater Shepparton City Council

**GSCC RO** - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role over employees, contractors or volunteers. This includes a Greater Shepparton City Council employee responsible for ordering, purchasing or making available for use any plant

**MAJOR PLANT** - Includes all trucks, graders, other operating machinery, motor vehicles, items that are require to be registered to be used on roads and plant items not carried or used by hand.

**MINOR PLANT** - Includes tools, store items, furniture or equipment, powered or non powered, that is not required to be registered or are carried or usually operated by hand.

**SWMS** – Safe Work Method Statement

**SOP** – Standard Operating Procedure

**WI**- Work Instruction

### 4. Responsibility and Authority

#### Directors

Delegate appropriate OHS responsibilities and accountabilities to all levels of management

#### Plant Manager

- Maintain a register of all GSCC major plant items
- Ensure all plant and equipment responsible for purchasing or hiring is assessed to identify any hazards with its use
- Ensure appropriate maintenance of plant and equipment
- Ensure appropriate plant and equipment is labelled with any PPE requirements and construction plant with standard and maximum height and weight capabilities.

#### Managers, Team Leaders, Supervisors and GSCC RO's

- Ensure workers are appropriately licenced and competent to operate plant, machinery and vehicles.
- Ensure an OH&S Pre-Purchase Check is completed and documented for all plant and equipment requiring to be purchased.
- Ensure all plant and equipment is assessed to identify any hazards and risks associated with its use

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- Consult with workers on plant and equipment use and changes which may affect their health, safety or welfare
- Develop or include safe work method procedures in appropriate safe work method statements
- Train employees in the competent and safe use of plant and equipment
- Advise workshop of any maintenance requirements
- Ensure suitable selection, use and maintenance of personal protective equipment if required.

### **Employees**

- Use safety devices and protective equipment correctly and in accordance with health and safety procedures as prescribed
- Obey all instructions from their Supervisors issued to protect their own personal health and safety and that of others
- Report any safety hazards on plant and equipment
- Not interfere, remove or displace any safety guards, "Do Not Operate" warning tags, safety devices or protective equipment unless it is part of an approved maintenance or repair procedure
- Ensure their safety or that of others is not affected by the consumption of alcohol, drugs or the effects of illness or fatigue.

## **5. Procedure**

The GSCC RO is to ensure a documented risk assessment process is conducted on plant and equipment prior to use, to identify potential hazards and foreseeable risks.

### **Pre Purchase Check List**

Health and safety issues must be considered for all plant and equipment. The Pre Purchase Checklist is a documented process used in consultation with operators and workers to help identify any OHS, legal or operational risks associated with plant and equipment prior to purchase.

Refer Trim M11/64459 OH&S Pre-Purchase Check list

### **Plant Risk Assessments**

The GSCC RO/ Workshop Supervisor/Building Maintenance Officer or plant manager shall ensure a risk assessment has been conducted on items of plant and equipment. The person conducting the assessment together, with other employees who normally work with the plant, must have suitable understanding of the plant and its operations:

Items of plant that require a risk assessment prior to use are:

- New or second hand plant items not previously used or not initially provided with an appropriate risk assessment
- Hired plant items without provided risk assessments
- Items of plant where modifications are made that may affect safe use of that item
- Plant to be used for any other purpose than for which it was designed
- Items of major plant for which a risk assessment has not been completed for three years.
- Any reasonably foreseeable hazard that could arise from the use of the plant must be identified and controlled.

The risk assessment shall note:

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- Noise emission level of the plant item under operational conditions, measured in accordance with AS/NZS 1269.1:2005
- Product information / manufacturer documentation and warnings
- Legislated requirements and/or applicable standards
- Material Safety Data Sheets (MSDSs) that are required
- Results of testing (atmospheric, air sampling of workplace, biological, etc)

Identification of hazards may include, but not limited to:

- Injury from entanglement
- Crushing by falling or moving objects, or plant tipping over
- Crushing from people being thrown off or under plant
- Cutting or piercing due to sharp or flying objects
- Friction burns
- Injury from high-pressure fluids
- Injury from electricity
- Injury from explosion
- Slips trips and falls
- Suffocation
- Ergonomic requirements
- High temperatures
- Dust, vibration, noise, radiation.

### **Plant Operators**

- Must be suitably qualified and possess a demonstrated competency
- Ensure a site risk assessment form (M10/115497) is completed, or includes any use of major plant.
- Wear all required Personal Protective Equipment (PPE)
- Maintain an appropriate work site clearance area around major plant item when operating.
- Working within five metres of operating major plant must only take place when necessary. Where workers are required to be within five meters of operating major plant a hard hat must be worn.
- Who undertake training on a plant item must be under direct supervision of an appropriately qualified person. Adequate verbal and visual contact must be maintained with the trainee at all times until suitably competent.
- Any competencies achieved, training courses successfully completed or licences obtained in relation to the use and operation of a plant item must be recorded within the employee's personnel file or records.

### **Plant and Machinery Hand Over Induction**

Employees accepting a new plant item must be inducted by a GSCC RO, using the Plant/vehicle induction checklist and may include input or assistance from

- Manufacturer representative
- Plant Coordinator
- Other competent personnel

GSCC RO must be satisfied the person inducted is competent to operate.

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### Daily Pre-Start Checks

- Operators are required to accurately complete the checklist on a daily basis and to report all faults
- Supervisors shall ensure operators complete daily Pre-start checklists and any identified faults that affect safety performance are addressed before that item is operated.

### Hire Plant

All plant items hired or on loan with intention to buy or hire, by must be supplied with the following information:

- Current risk assessment where required
- Any information pertinent to its operation and use
- Pre start checklist where provided
- Log book where provided
- Safe work method statement / work instructions where required or developed before worker use.

### Maintenance

All plant items must be regularly maintained to ensure its safe operation.

### Lock Out Procedure

- Where a plant item is found faulty, the item of plant is to be tagged at the ignition key with a "tag out" tag
- The tag will remain in place until the faults are repaired and returned to full service condition.

## 6. References

- *Victorian Occupational Health and Safety Act 2004* Section 21(2) Provision of Safe Plant & Equipment
- *Victorian Occupational Health and Safety Regulations 2017* (Plant)
- *Victorian Occupational Health and Safety Regulations 2017* (Registration & Licensing)
- Compliance code Plant 2019
- Victorian Certification of Plant Users & Operators 1994
- Plant Regulations (2017) Part 3.5

## 7. Related Documents

- M10/102269: Plant Risk Assessment (Attachment 1)
- M11/60482 Vehicle inspection checklist (Attachment 2)
- M10/114796 Pre Start Check List (Attachment 3)
- M11/60374: New plant/vehicle handover induction checklist (Attachment 4)
- M11/64459: Pre purchase checklist
- M10/109364: P.P.E. Management - Procedure
- M10/113688: Noise Management Procedure
- M11/20517: Noise Hazard Identification Checklist

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## Mobile Plant Hazard Identification Control Checklist

Date \_\_\_\_\_

<b>Plant Name/Type:</b>	<b>Location of Plant:</b>	
<b>Model:</b>	<b>Serial Number:</b>	<b>Fleet number:</b>
<b>Registration Number:</b>		
<b>Date of risk assessment/</b>	<b>Date of risk assessment review:</b>	<b>Risk Assessment Conducted By:</b>
<b>New Plant</b> <input type="checkbox"/>	<b>Existing Plant</b> <input type="checkbox"/>	
<b>Description of how plant is used:</b>		
<b>Is the plant used for the purpose for which it was designed?</b>		

- This document has been developed as a guide to identify hazards on plant only. Workplace hazards have not been identified
- A job safety analysis (SWMS) is required to identify workplace hazards
- Operators must take into account job safety analysis when operating
- This assessment is conducted under a static condition

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## Vehicle Inspection check list

<b>Registration number:</b>		<b>Date:</b>	
<b>Driver name: or</b>			
<b>Person completing check:</b>			
Current odometer reading:			
Date the next service is due, as per label:			
<b><u>TYRES</u></b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>	
Tyre pressure checked and correct for vehicle type:		INFLATE	
Bulges or worn out patches on tyres:			
<b><u>LIGHTS WORKING (BEFORE MOVING VEHICLE)</u></b>			
Head lights and high Beam:			
Tail lights:			
Break Lights:			
Indicators:			
Hazard lights:			
<b><u>VISIBILITY- WINDSCREEN REAR WINDOW</u></b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>	
Cleaned outside:		CLEAN	
Cleaned inside:		CLEAN	
Chips, scratches or cracks:			
Wiper blades in good condition:			
Obstructions to vision: Item hanging from rear view mirror, GPS or E-tag:	REMOVE		
Items on back ledge or in rear of vehicle obstructing view:	REMOVE		
Items loose in vehicle:	REMOVE		
<b><u>BRAKES WORKING (PRIOR TO MOVING VEHICLE)</u></b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>	
Test for pressure when foot applied:			
Hand brake:			
<b><u>FLUIDS LOW (ESPECIALLY BEFORE LONG TRIPS)</u></b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>	
Fuel:	FILL		
Radiator coolant:	FILL		
Engine oil:	FILL		
Windscreen washer fluid:			
Brake fluid:			
Oil leaks or evidence of leaks:			
<b><u>MIRRORS ADJUSTED</u></b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>	
Inspect them while sitting in your vehicle and examine whether they are aligned appropriately and if they give you a good view of cars around you or not.		ADJUST	
<b><u>HOUSE KEEPING / DAMAGE TO VEHICLE</u></b>	<b>YES</b> <input checked="" type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>	
Is there any damage to the panels such as dints and scratches:			
Fraying of floor mats, carpet or seat belts:			
Is the car clean (vacuumed, dusted etc):		CLEAN	
<b><u>How to use this check list</u></b>			
Any tick <input checked="" type="checkbox"/> that appears in a shaded box requires:			
<ul style="list-style-type: none"> <li>This form to be trimmed to <b>your</b> appropriate Department container and alternatively contained 46/544/0019 within department sub folder.</li> <li>Checklist to be work flowed to "Workshops Mechanics Team" for appropriate actions.</li> <li>Seek advice from the workshop mechanics prior to using this vehicle or advice on how to perform tasks within the checklist.</li> </ul>			

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## Pre Start Check List

### Plant Daily Inspection – Fault Report

Week commencing
Plant Type
No
Reg

### Plant operator Daily Safety Checklist

Operators are required to check the following items before commencing work. These records form the basis of a plant maintenance procedure and will be subject to random inspection.

Keep the record with you at all times.

Please mark [✓] OK [X] Fault identified [NA] Item Not Applicable

Before commencing operations check:	Mon	Tues	Weds	Thurs	Friday	Sat	Sun
1. Brakes, steering, gauges lights, warning devices							
2. Visibility – windscreen, wipers, washers, demister, mirrors, windows							
3. Cabin – access/egress, seating, seatbelts, loose objects, control levers							
4. Wheels, tyres, nuts, damage, wear, pressure (visual)							
5. Guards – in place, secure, warning signs – lights, alarms							
6. Hydraulics – rams, hoses, leaks, wear							
7. Excessive wear – hooks, chains, pins, pivots, tracks, ground engagement tools							
8. Oil and Coolant levels							
9. Misc, electrical, fire extinguisher, communications.							

### Plant Fault / Defect Report

To be used to report any fault or defect identified during daily plant safety checks or during work operation.

Date			
Reported by			
Reported to			
Position			
Method of Reporting	In Person	Telephone	Radio
Details of fault/defect			
Does fault constitute a safety hazard?	Yes	No	
Does machine require immediate repair?	Yes	No	
If <b>YES</b> , to either, <b>PARK MACHINE UP</b> , contact the Plant Contractor or Supervisor.			
Machine <b>SHALL NOT BE USED</b> until Plant Supervisor gives clearance for use.			
If <b>NO</b> , indicate when machine requires attention.			
Requires attention in next few days:		Requires attention at next service:	
Signature			

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## Plant and vehicle handover induction checklist

Name of regular Driver/Operator:		Date:		
Fleet vehicle number				

ASSESSMENT CRITERIA		YES	NO	N/A
<b>Vehicle</b>				
1.	Vehicle request form completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Mobile Plant OH&S Risk Assessment M10/102269 completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driver</b>				
3.	If special purpose, does it meet requirements of driver?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Required licences for this plant/vehicle have been sighted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Driver provided with Fleet Policy Trim location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Driver aware of any log book or driver hours requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	What, how and where to report faults or maintenance issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Provided with pre start check list (Plant) and/or Vehicle Glove Box Guide (Fleet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Driver given the '10-Minute Walk-Around Inspection' checklist or pre start checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Maintenance Information</b>				
10.	Location of required tyre pressure label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Location of tyre jack, jack points and jack operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Location of spare wheel and type (if temporary wheel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Location Service due sticker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Location of radiator level and refill requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Location of windscreen washer bottle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Engine oil, automatic gearbox, power steering and brake fluid oils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	How to check items on pre start checklist eg. <ul style="list-style-type: none"> <li>hydraulics - leaks, damage, connections</li> <li>pivots, rams, lift arms, bucket pins.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Operation</b>				
18.	Location of drivers or instruction manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Proper use and limitations of vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Location and information on fuel card use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Fuel type and location of cap and opening lever	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	All operational gauges and warning devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Location and operation of Head lights, hazard lights, wipers and turn signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Seat and Side mirrors adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Special operation of vehicle key remote or start up procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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