1. **Purpose:**

The purpose of this procedure is to ensure that risks associated with plant and equipment within the Department of Education and Early Childhood Development (DEECD) are identified and managed.

2. **Scope:**

This procedure applies to all plant and equipment which are used in DEECD workplaces including schools and central and regional offices.

3. **References**

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *Victorian Government Schools Reference Guide (VGSRG) – section 4.4.5.2*

4. **Definitions:**

   - **‘Danger – Do not operate’ Tag**: A signed and dated label that is attached to energy isolation points of equipment, plant, pipes or lines by the person responsible for undertaking repairs, maintenance, service alteration or cleaning, to indicate isolation is in place and that plant, equipment, etc. must not be operated. It must only be removed by the person whose name is on the tag.

   - **Deputy Health and Safety Representative**: An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to Occupational Health and Safety (OHS) in the absence of the HSR.

   - **Hazard**: Anything with the potential to cause harm, injury, illness or loss.

   - **Health and Safety Representative (HSR)**: An elected employee responsible for representing employees within a DWG on matters relating to OHS.

   - **Management OHS Nominee**: A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.

   - **‘Out of Service’ Tag**: A signed and dated label that is placed on a machine or piece of equipment to identify the equipment as being inoperable or requiring maintenance or repair.

   - **Plant and equipment**: All machinery, tools, appliances and equipment. Plant and equipment cover a diverse range of items from office equipment to industrial machinery. Examples of plant and equipment include tractors, lifts, amusement devices, forklifts, printing presses, hand tools, ladders and computers.

   - **Risk**: A description of the likelihood and consequence of a hazard causing injury or illness.
5. Responsibility:

Workplace Managers and/or Management OHS Nominees are responsible for:

- Identifying and recording all plant and equipment within the workplace on a Plant Register, which is regularly reviewed;
- Consulting with employees in relation to identifying and managing plant and equipment hazards;
- Making sure that identified plant and equipment hazards are entered on to a Plant and Equipment Risk Management Form;
- Making sure that identified plant and equipment hazards are entered on to the OHS Risk Register, the risks reviewed and appropriate controls are implemented;
- Checking that Safe Work Procedures (SWP) are readily accessible for each item of plant and equipment;
- Making sure maintenance and repairs to plant and equipment is recorded on the Plant and Equipment Maintenance Form; and
- Complying with legislation relating to plant and equipment.

HSRs functions can include:

- Reporting plant and equipment hazards;
- Assisting in the completion of the Plant and Equipment Risk Management Form as requested;
- Participating in the identification and implementation of risk controls; and
- Reporting on the use and effectiveness of plant and equipment risk control measures.

Employees are responsible for:

- Reporting plant and equipment hazards;
- Assisting Workplace Managers and/or Management OHS Nominees with completion of the Plant and Equipment Risk Management Form;
- Participating in the identification and implementation of risk controls; and
- Complying with SWP for plant and equipment.

6. Procedure:

6.1 Identify Plant and Equipment

The Workplace Manager and/or Management OHS Nominee is to identify all plant and equipment within the workplace in consultation with HSRs and employees and record this information on the Plant Register. Examples of plant and equipment include:

- Ladders;
- Table Saws;
- Hand tools; and
- Lifts.
Hazard identification should take place:

- When new plant and equipment is introduced into the workplace;
- For all existing plant and equipment;
- Before the system of work for plant and equipment changes;
- Before the plant and equipment is used in a manner other than what it was designed for; and
- When new information regarding the safety of the plant and equipment becomes available.

### 6.2 Risk Assessment of Plant and Equipment

The **Workplace Manager and/or Management OHS Nominee** is to make sure that a risk assessment is completed as per the requirements of the OHS Risk Management Procedure and documented on the **Plant and Equipment Risk Management Form**. This should be completed for each identified hazardous item of plant and equipment. The **Plant and Equipment Risk Management Form** is to be completed in consultation with:

- HSRs;
- Employees; and
- Relevant standards, codes of practice or legislation.

When determining the level of risk of a hazard the **Workplace Manager and/or Management OHS Nominee** should also consider:

- The systems of work related to the use of the item of plant and equipment;
- The layout and physical conditions of the workplace;
- The range of methods by which the work can be completed;
- The type of hazards involved with the method of use and item of plant or equipment proposed to be used; and
- The competence of persons to undertake the work.

### 6.3 Controlling Risks Posed by Plant and Equipment

#### 6.3.1 Control Measures

Where plant and equipment hazards are identified, suitable controls must be selected and implemented in accordance with the hierarchy of controls outlined in the OHS Risk Management Procedure by the **Workplace Manager and/or Management OHS Nominee** in consultation with the HSRs and employees. This is to be documented on **Plant and Equipment Risk Management Form**.

Examples of plant and equipment controls (from most to least effective) could include:

- Determining whether the task can be completed by an alternative method e.g. purchasing timber pre-cut to the correct length;
- Installing fixed guarding on machinery;
- Training employees in appropriate courses (e.g. Safe Use of Machinery in Technology);
- Training provided to students through Safe Use Tests;
- Developing SWP; and
- Providing Personal Protective Equipment (PPE) such as ear and eye protection.

Where the controls include development of procedures for the safe operation and/or use of plant and
Plant and equipment a **Safe Work Procedure** template should be completed and be accessible to the operator.

Plant and equipment that is identified as being unsafe must be isolated and removed from service as per the **Isolation and Tag Out Procedure**.

### 6.3.2 Training and Education

The **Workplace Manager and/or Management OHS Nominee** must make sure teachers are competent to use plant and equipment in their facilities. Training can be organised through their DEECD Regional OHS/WorkSafe Advisor and is called “**Safe Use of Machinery in Technology**”.

Records of teacher training are to be recorded and maintained by the **Workplace Manager and/or Management OHS Nominee** as outlined in **Induction and Training Procedure**.

### 6.3.3 Maintenance

A record of inspections and maintenance must be kept for each item of plant and equipment. This includes scheduled maintenance, breakdown maintenance and replacement of parts (e.g. blades and belts) outside the scheduled maintenance program. Maintenance requirements should be determined in accordance with the supplier or manufacturer recommendations. The maintenance of plant and equipment should be recorded and as a minimum include:

- Plant and equipment name;
- Location;
- Serial or identification number;
- Description of work performed;
- Completion date of repairs/maintenance; and
- Who the work was performed by.

If the workplace does not have an existing recording system, the **Plant and Equipment Maintenance Form** may be used. When items of plant are being maintained or repaired they must be isolated and tagged as per **Isolation and Tag Out Procedure**.

The **Workplace Manager and/or Management OHS Nominee** should make sure that contractors engaged to undertake maintenance are managed as per **Contractor Management Procedure**. The frequency of the maintenance program will depend on:

- Legislative requirements;
- Manufacturer recommendations and requirements;
- Results of the **Plant and Equipment Risk Management Form**; and
- Plant and equipment breakdown/failure rates.

### 6.4 Licensing Requirements

WorkSafe Victoria requires the operator of certain items of plant and equipment to hold a relevant license. Licensing requirements can be found in Schedule 3 of the Victorian **Occupational Health and Safety Regulations**. The **Workplace Manager and/or Management OHS Nominee** should ensure that all operators of plant and equipment required to be licensed are identified as per the **Induction and Training Procedure**. A photocopy of the current licence must be collected by the **Workplace Manager and/or Management OHS Nominee** and retained in the training records.

The licensing requirements for contractors are to be managed as per **Contractor Management Procedure**.

### 6.5 Plant Requiring Registration
WorkSafe Victoria requires certain items of plant and equipment to be registered. Examples of plant which must be registered include:

- pressure vessels;
- boilers;
- tower cranes;
- self erecting tower controls;
- lifts;
- building maintenance units;
- amusement structures; and
- concrete placing units.

The Workplace Manager and/or Management OHS Nominee should contact their DEECD Regional OHS/WorkSafe Advisor or the OHS Advisory Service on 1300 074 715 for further information.

6.6 Reviewing Controls

The Workplace Manager and/or Management OHS Nominee is responsible for reviewing the effectiveness of risk controls in consultation with the HSRs and employees. The Workplace Manager and/or Management OHS Nominee should review the completed Plant and Equipment Risk Management Form, OHS Risk Register and any other relevant sources of information (e.g. operating manual) to determine if the current controls are appropriate. Any changes to the risk controls must be documented on the appropriate Risk Management form.

The appropriate Risk Management form is to be reviewed and revised whenever there is evidence to indicate that the controls may no longer be valid, for example:

- When the system of work for plant and equipment changes;
- If the plant and equipment is used in a manner other than what it was designed for; and
- When new information regarding the safety of the plant and equipment becomes available.

6.7 OHS Risk Register

The Workplace Manager and/or Management OHS Nominee is to make sure that the OHS Risk Register is kept up to date and is reviewed when plant and equipment hazards are identified, assessed, controlled and reviewed. Communication of any changes to the hazards associated with plant and equipment is to occur as per Consultation and Communication Procedure.

7. Related Documentation:

Consultation and Communication Procedure
Contractor Management Procedure
Safe Use of Machinery in Technology
Electrical Equipment Procedure
Induction and Training Procedure
Isolation and Tag Out Procedure
OHS Risk Management Procedure
OHS Risk Register
Plant Register
Plant and Equipment Risk Management Form
Plant and Equipment Maintenance Form
Safe Use Tests
Safe Work Procedure
8. **Version Control**

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