

QUICK GUIDE

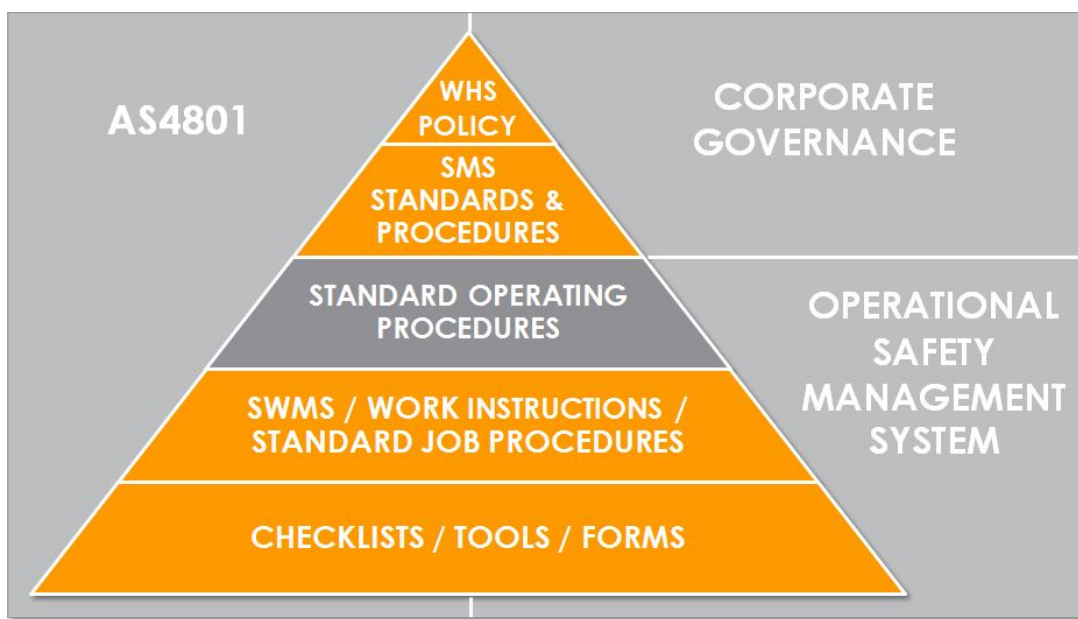
SAFETY Everyone. Everywhere. Every day

PLANT

DOC ID REF218 VERSION 2

DOC OWNER Tom Foster ACTIVE DATE 24/01/2017

1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for plant and equipment to ensure arrangements at each Queensland Urban Utilities (QUU) controlled worksite are in place, effective and meet QUU's Safety Management System (SMS) requirements.

This quick guide has been developed as information and planning resource only and is not to be used as a Work Health and Safety (WHS) inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. RELATED DOCUMENTS

- Plant Standard Operating Procedure (PRO386)
- Plant Risk Assessment (FOR290)
- Plant Register (FOR528)
- WHS Hazard and Risk Management Procedure (PRO363)
- WHS Internal Site Inspection Checklist (CHE418)

4. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU Safety Team.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. PLANT REGISTER AND RISK ASSESSMENT	
(a) Site has established and maintained a Plant Register (FOR528) for all items of plant.	Section 7.1
(b) Plant risk assessments have been conducted using the Plant Risk Assessment (FOR290) .	Section 7.2 & appendix A (Form290)
2. PURCHASING, HIRING AND LEASING PLANT	
(a) Pre purchase risk assessment has been conducted for all new plant. Workers were consulted during the risk assessment phase.	Section 7.3
(b) Plant risk assessment was obtained when purchasing second hand plant.	
(c) Where possible, risks have been eliminated or minimised so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of controls.	
(d) Hired or leased plant is serviced upon arrival. If hire/lease is extended appropriate maintenance has been arranged.	
3. MODIFICATION AND DESIGN OF PLANT	
(a) Plant modification records are maintained and have been conducted by a competent person.	Section 7.4
(b) Updated registration of design records (where applicable).	
4. PLANT COMMISSIONING AND INSTALLATION	
(a) Risk assessment completed for the installation and commissioning of fixed plant.	Section 7.5
5. DECOMMISSIONING, DISMANTLING AND DISPOSAL OF PLANT	
(b) Safe Work Method Statement detail the steps taken (including risks/hazards) when decommissioning, dismantling and disposal of plant	Section 7.6
(c) Stored plant does not present a safety risk.	
(d) Risk assessments are conducted for all plant sold.	
(e) Any hazardous chemicals/materials contained in plant that is to be sold and or stored is identified and disposed by a competent person.	
6. SAFE OPERATION OF MOBILE PLANT including light and heavy vehicles	
(a) Workers receive adequate instruction on the safe operation of plant.	Section 7.5
(b) Plant and people interaction is included in the Safe Work Method Statement.	
7. PLANT SPECIFICATIONS	
(a) Completed risk assessment outlines what items must be fitted to light and heavy vehicles.	Section 7.8
(b) Completed risk assessment outlines what items must be fitted to fixed plant.	
(c) Operators have completed prestart checklists.	
(d) Mobile plant fitted with certified Roll Over Protection devices.	
(e) Guarding has been fitted to plant.	

AT ALL TIMES	REFERENCE
(f) A risk assessment has been completed for light and heavy vehicles and fixed items of plant. Consideration has been given to guarding, signage, operating procedures, isolation points, training, inspection and maintenance records.	
8. TRANSPORTATION OF PLANT	
(a) Workers are able to demonstrate competency when securing loads/plant to vehicles. Competency must be assessed against the national Load Restraint Guide.	Section 7.9
9. PLANT INSPECTION, MAINTENANCE AND STORAGE	
(a) Plant pre start checklists are completed and issues rectified in a timely manner.	Section 7.10
(b) Plant is maintained as per manufacturer's requirements.	
(c) Workers can demonstrate the process to isolate and de-energise and reenergise items of plant including lock out tag out procedure.	
(d) If plant is in storage, adequate controls have been implemented to ensure it does not present a risk of injury to people or impact to the environment.	
(e) All stored plant have appropriate tag and where relevant locked out.	
10. EMERGENCY AND ROUTINE SHUT DOWN	
(a) Workers can demonstrate knowledge of isolation and lock out tag out of plant when undertaking routine or emergency shutdown of plant.	Section 7.11
11. GUARDING	
(a) Appropriate guarding is installed on plant e.g. unable to reach any moving parts.	Section 7.12
(b) Guarding is replaced after maintenance.	
12. REGISTRATION OF DESIGN	
(a) Items of plant that require registration of design are stamped with the registration number.	Section 7.13
(b) Records of modification are retained for all plant that requires registration of design.	
13. PLANT REGISTRATION	
(a) Current plant registration certificates are available and are captured on a preventative maintenance schedule to ensure they are renewed every 5 years.	Section 7.14
14. TRAINING, COMPETENCE AND SUPERVISION	
(a) Plant operator's competency (including high risk licence) is verified and captured in MLS.	Section 7.15
(b) Plant operator's verification of competency is recorded in MLS.	
15. RECORD KEEPING	
(a) Registration of design and registration of registrable plant is made available upon request.	Section 7.16
(b) Manufacturer's manuals are available upon request.	
(c) Plant risk assessments are kept and all issues / controls recorded in Q-Pulse.	
(d) Training records and competency records are available.	
(e) Pre-start records are kept centrally.	

AT ALL TIMES	REFERENCE
(f) All commissioning, decommissioning and dismantling records are kept centrally.	
(g) Plant risk assessment for items of plant that has been sold by QUU are kept centrally.	
(h) Documentation associated with plant (e.g. register, risk assessments etc) are stored in TRIM and easily accessible at each site for audit and review purposes.	

6. REVIEW PROCESS

This document is to be reviewed every 12 months or earlier if:

- there is an identified risk to business,
- a significant safety event occurs,
- incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes,
- there are changes in associated legislation, and
- there is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.