

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety

Plant and Structures



Amendment Plant, Equipment and
Record Infrastructure Policy

Issue #: 1

Revision #: 0

Reviewed by: Jason Haywood
Managing Director

Approved by: Jason Haywood
Managing Director

Plant, Equipment and Infrastructure Policy

Purpose:

Convoy Transport Pty Ltd is committed to the provision and maintenance of plant and equipment needed to achieve the outcomes of the OHSMS, including (but not limited to):

- People, infrastructure, and associated utilities;
- Process equipment (both hardware and software) such as computers, computer programs, machinery etc.; and
- Supporting services such as communications, networking, transport and other information systems;
- Plant and equipment.

Policy:

Convoy Transport Pty Ltd will endeavour to prevent injury and eliminate hazards associated with plant, equipment and infrastructure by ensuring:

- The design of new plant, equipment or structures is considered for risks to health and safety. E.g hearing loss due to noisy plant or musculoskeletal disorders caused by operating plant that may be ergonomically poorly designed;
- A person undertaking or verifying design must have skills, qualifications, competence and experience in the task;
- No plant, equipment or structures is brought to the workplace and commissioned unless health and safety risks are controlled;
- Plant, equipment and structures is installed/commissioned by suitably qualified persons and risks during these activities are monitored;
- Plant, equipment and structures is used only for its designed purpose unless an assessment has been carried out by a suitably qualified person for any other proposed use;
- Plant, equipment and structures comply with OHS legislative requirements for guarding, operator controls, cleaning, maintenance and testing and other requirements as required;

- A documented system is developed and implemented to identify hazards, conduct risk assessments where required, and select suitable controls for installation, commission, use, cleaning/maintenance and decommission/dismantling.

Risk controls will be selected following a hierarchy of control;

- ↓ Elimination;
 - ↓ Substitution;
 - ↓ Isolation;
 - ↓ Engineering Controls;
 - ↓ Administrative Controls;
 - ↓ Personal Protective Equipment;
- Adequate training, information, instruction and supervision as required;
 - All persons obtain licenses to operate plant where required;
 - Risk controls are reviewed whenever;
 - Control is no longer effective;
 - Before any change likely to introduce new or different hazards that current controls will not adequately address;
 - A new hazard or risk is identified;
 - Results of consultation indicate a review is needed;
 - Where requested by workers or Health and Safety Representative; and
 - As per manufacturer's instructions.



Amendment Record	Plant, Equipment and Infrastructure Procedure	Issue #: 1	Revision #: 0
Reviewed by: Jason Haywood Managing Director		Approved by: Jason Haywood Managing Director	

Plant, Equipment and Infrastructure Procedure

Responsibilities:

Managers are responsible for identifying the need and requirements for new, and/or modification or repair of existing plant, equipment and building infrastructure and facilities under their control must be submitted to **Jason Haywood Managing Director** for review and approval.

The Departmental Managers **and/or Driver Responsible for the Fleet Asset** are responsible for ensuring that suitable preventative maintenance schedules are developed, that only qualified persons perform maintenance and appropriate records are kept and maintained.

Workers who are required to use, operate and/or maintain plant and equipment must ensure they follow the steps listed below and, as required, to follow those instructions at all times. Workers will be provided with information and training to enable them to comply with the procedure.

Departments **and/or Driver Responsible for the Fleet Asset** are responsible for preventative and responsive repair, cleaning and other maintenance are detailed within the *Infrastructure Responsibilities Register*. **(Complete the Infrastructure Responsibilities Register by indicating which department is responsible for the infrastructure, and if required, the tasks associated with maintaining the infrastructure).**

Procedure:

- Acquisition:
 - Follow the Convoy Transport Pty Ltd Purchasing Procedure for the acquisition of all plant and equipment;
- Licensing and Certification:
 - Determine the Certification requirements of plant and equipment, and licensing requirements for operators, as required by the relevant Authorities. This must be done prior first use at Convoy Transport Pty Ltd;
- Worker Training and Qualification – Plant requiring Certification:
 - Ensure that workers who will be responsible for the management, operation, use, maintenance and disposal of plant and equipment that requires Certification hold current operator's licenses and are fully trained and competent as required by the relevant Authorities;
- Worker Training – Equipment not requiring Certification:
 - Workers must be trained to safely operate the equipment by a person who is suitably competent/experienced in its operation;
 - If an experienced person is not available, the worker's manager must ensure the manufacturer's operating instructions are available, read and understood by the worker before operation commences;
 - A SWI shall be explained and demonstrated during training, including any risk assessment for the equipment;
 - The workers must be able to demonstrate the safe operation of the equipment under supervision before being allowed to operate the equipment unsupervised;
- Maintenance and Pre-start check:
 - Before any plant or equipment is cleaned, serviced, repaired or modified appropriate control measures, including engineering controls where applicable, must be implemented to prevent accidental or deliberate operation. For example: isolation from electricity, removal of keys, lock out and tag etc.;

- Pre-operational checks must be conducted on all plant prior to use. These may be daily, weekly, monthly, 6 monthly and annual checks as recommended by the manufacturer;
- All plant and equipment will be stored, cleaned, serviced, repaired and maintained as per the manufacturer's recommendations;
- Return of plant or equipment to service:
 - A record of any inspection, maintenance, repair or alteration to plant is to be made on the Plant and Equipment Register/Maintenance Log;
 - A qualified person is to verify and approve that the plant or equipment is safe for use, prior to it being used again after having been taken out of service;
 - If plant or equipment has been locked out or tagged, the qualified person will re-commission the plant or equipment and advise workers that it is back in service and is safe to use;
- Testing and Tagging:
 - Plant will be inspected/checked by an Authorised Person and will have inspection tags/labels placed on them as required by the relevant Authority;
 - Equipment will undergo regular checks to ensure it is fully functional and safe to use;
 - Plant or equipment that fails testing, or is found to be unsafe, damaged, will be removed from service and will be locked out/tagged as appropriate;
 - Records shall be kept of all testing and tagging of plant and equipment;
- Operation:
 - All plant and equipment must be used or operated as per the manufacturer's recommendations;
 - Workers will follow the guidance provided in documented safety instructions, SWIs, risk assessments and as outlined by on-the job training and/or supervision as required when using or operating plant and equipment;
 - Under no circumstances is faulty or damaged plant or equipment to be used;
- Disposal:
 - Before disposal plant and equipment may need to be rendered inoperable, or de-commissioned to leave it safe for disposal. This may be required to prevent the potential of injury to persons and pollution or damage to the environment during or after disposal;
 - All plant and equipment that is to be disposed of must be disposed of in an environmentally suitable manner and in accordance with Local Authority requirement.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300010	Infrastructure Responsibilities Register (<i>OHSMS Recording Forms</i>)

Document #: OHSF300023	Organisation Chart (<i>OHSMS Recording Forms</i>)
Document #	
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