

## Section 4.03

### Plant Safety

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#### 1. Purpose

*The purpose of this procedure is to ensure the safe use of plant and to assist employees in the identification of hazards and the assessment of risks posed by plant.*

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#### 2. Scope

This procedure shall apply to all plant owned or operated by the Council.

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#### 3. References

1. Occupational Health and Safety Act 2004.
2. Occupational Health and Safety (Plant) Regulations 1995. No. 81
3. Occupational Health and Safety (Certification of Plant Users and Operators) Regulations 1994 No. 108
4. Code of Practice for Plant 1995. No. 19
5. Australian Standard AS 4024.1-1996 – Safe guarding of machinery – General principles.
6. Australian Standard AS 1200-1994 – Boilers and Pressure Vessels.
7. Australian Standard AS 1735 – Lifts, escalators and moving walkways (SAA Lift Code).

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#### 4. Responsibilities

##### **Responsible Officer/ Plant Coordinator/ Building Maintenance Officer**

Responsible Officer/ Workshop Supervisor/ Building Maintenance Officer shall ensure that a **Plant Risk Assessment** is conducted on all plant in the workplace and that appropriate records are kept.

They shall also ensure that appropriate notification is provided to the Victorian WorkCover Authority for all Registered Plant.

##### **Human Resources Coordinator (HRC)**

The HRM shall ensure that employees receive relevant training to ensure they are able to safely operate all plant (as appropriate).

##### **Employees**

Employees shall ensure that they are aware of, understand and implement the following safety procedures outlined for the use of plant.



## 5. Definitions

### Plant

Plant includes all machinery, equipment, appliances, implements and tools, along with their components and accessories.

### Registered Plant

Registered Plant is an item of plant that must be registered with the Victorian WorkCover Authority prior to use in the workplace. Specific items for registration include:

- ◆ Boilers categorised as hazard level A, B or C according to the criteria identified in AS 3920 – Part 1, Pressure Equipment Manufacture – Assurance of Product Quality;
- ◆ Pressure vessels categorised as hazard level A, B or C according to criteria identified in AS 3920 – Part 1, Pressure Equipment Manufacture – Assurance of Product Quality, other than:
  - gas cylinders to which AS 2030 – Gas Cylinders applies; and
  - liquefied petroleum gas fuel vessels for automotive use to which AS 3509 – LP Gas Fuel Vessels for Automotive Use applies; and
- ◆ serially produced vessels to which AS 2971 – Serially Produced Pressure Vessels, applies;
- ◆ tower cranes;
- ◆ lifts;
- ◆ concrete placing units (truck-mounted with boom); and
- ◆ mobile cranes with a safe working load greater than 10 tonnes.

### Hazard

A hazard is any agent or any thing (physical, biological, or chemical) that has the potential to cause injury, illness or danger to health.

### Risk

A risk is the probability that a hazard will result in injury, illness or danger to health.

### Responsible Officer

A Responsible Officer is the Manager/Supervisor of the work area in which the plant or equipment is generally located.

NOTE: The Building Maintenance Officer is responsible for plant located in “common” or shared spaces.



### 6. Method

#### 6.1. Hazard Identification

The hazards associated with all items of plant shall be identified through a **Hazard Identification** process as outlined in Section 3.06, *Hazard Identification*. This may be undertaken as part of a general workplace inspection or part of the regular **Hazard Inspection** of Designated Work Areas.

The **Hazard Identification** process shall be undertaken under the following circumstances:

- before plant is used for the first time;
- before alteration to plant, or change to the work systems or the way in which the plant is used;
- before plant is used in a manner other than which it was designed for; and/or
- where new information becomes available regarding the safety of the plant.

Items of plant identified in each workplace shall be recorded on the **Plant Risk Management Form** in Attachment 1.

**Plant Hazard Identification** shall be conducted as set out above or every two (2) years, as a minimum.

#### 6.2. Risk Assessment

Items of plant identified and recorded on the **Plant Risk Management Form** shall be assessed for risks associated with their use.

**Risk Assessment** involves allocating a numeric value to the level of risk identified depending on:

- Exposure – employee exposure to the risk;
- Probability – probability that the event will occur; and
- Consequence – the severity of consequences that may occur.

**Risk Assessment** shall be conducted by the Responsible Officer/ Workshop Supervisor/Building Maintenance Officer, with the assistance of other employees who normally work with the plant. The person conducting the assessment must have suitable understanding of the process and be familiar with items of plant being assessed.

The **Risk Assessment** process shall take into account risks arising from:

- Systems of work associated with the plant where the hazard was identified;
- The layout and condition of the work environment where the plant is used/located;
- The capability, skill and experience of people who normally work with the plant; and
- Any reasonably foreseeable abnormal conditions.

The **Risk Assessment** process shall also include prioritising hazards such that controls can be developed and implemented.



#### 6.3. Control of Risks

**Risk Control Options** shall be implemented to eliminate or reduce employee exposure to a hazard.

The hierarchy of control is outlined below:

- **Elimination** of the hazard completely (eg removing the plant from the workplace where it is not required).
- **Substitution** of a less hazardous option for a high risk item or process.
- **Modification** of the plant such that the hazard no longer exists or is significantly reduced.
- **Isolation** of the hazardous component of plant from employees.
- **Engineering** controls such as presence-sensing equipment or lockout devices.
- **Administrative** controls such as safe work practices and work rotation.
- **Personal Protective Equipment**.

Risk Control measures shall be identified and recorded on the **Plant Risk Management Form**.

**Risk Management Assessments** shall be conducted on items of plant prior to purchase to recognise potential hazards. Refer to Section 3.11, *Purchasing*.

#### 6.4. Evaluation

To ensure that Risk Control options are effective they must be evaluated. This process shall involve undertaking a **Risk Assessment** following the introduction of control options. This process shall be recorded on a **Plant Risk Management Form** (refer to Attachment 1).

#### 6.5. Training and Education

The HRM shall ensure that all employees required to operate or work with plant are instructed on the safe use of that plant.

Training shall be provided prior to the use of plant, either as Induction training and/or task-specific training. Refer to Section 3.04, *Health and Safety Induction* and Section 3.05, *Health and Safety Training*.

#### 6.6. Plant Requiring Registration

**Plant Registration** must be renewed as required with the Victorian WorkCover Authority and all information relating to **Registered Plant** shall be recorded on the **Plant Risk Management Form** (refer to Attachment 1).

Plant may require re-registration following modifications.



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#### **7. Related Documents**

1. Section 3.04, *Health and Safety Induction*.
2. Section 3.05, *Health and Safety Training*.
3. Section 3.06, *Hazard Identification*.
4. Section 3.11, *Purchasing*.

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#### **8. Attachments**

1. Plant Risk Management Form.

**Date of Assessment**

**Plant Number**

**Assessed By**

**Plant Description**

Hazard Identified		Is there a risk?		Where there is a risk, describe proposed risk control measures	Are the risk control measures practicable		Implementation date for the practicable risk control measures
		YES (If so describe the hazard risk)	NO (Then describe risk control measures already implemented to address the hazard)		YES	NO	
<b>Entanglement</b> Can anyone's hair, clothing, material become entangled with moving parts of the plant?							
<b>Crushing</b> Can anyone be crushed due to material falling off the plant?	A						
Uncontrolled or unexpected movement of the plant or its load?	B						
Lack of capacity for the plant to be slowed, stopped or immobilised?	C						
The plant tipping or rolling over?	D						
Parts of the plant collapsing?	E						
Coming in contact with moving parts of the plant during testing, inspection, operation, maintenance, cleaning or repair?	F						
Being thrown off or under the plant?	G						

Being trapped between the plant and fixed structures?	H						
Hazard Identified		<p>Is there a risk?</p> <p>YES (If so describe the hazard risk)</p> <p>NO (Then describe risk control measures already implemented to address the hazard)</p>		Where there is a risk, describe proposed risk control measures	<p>Are the risk control measures practicable</p> <p>YES NO</p>		Implementation date for the practicable risk control measures
<p><b>Cutting, Stabbing &amp; Puncturing</b></p> <p>Can anyone be cut, stabbed, punctured due to coming into contact with flying objects?</p>	A						
Coming in contact with moving parts of the plant during testing, inspection, operation, maintenance, cleaning or repair?	B						
The plant, parts of the plant disintegrating?	C						
Work being ejected?	D						
Mobility of the plant?	E						
Uncontrolled or unexpected movement of the plant?	F						

<p><b>Shearing</b> Can anyone's body parts be sheared between two parts of the plant or between the plant and a structure?</p>							
<p><b>Striking</b> Can anyone be struck by objects due to uncontrolled or unexpected movement of the plant?</p>	A						
<p>The plant disintegrating?</p>	B						
<p>Work pieces being ejected?</p>	C						
<p>Mobility of the plant?</p>	D						
<p><b>High Pressure Fluid</b> Can anyone come into contact with fluids under high pressure due to plant failure or misuse?</p>							

Hazard Identified		Is there a risk?		Where there is a risk, describe proposed risk control measures	Are the risk control measures practicable		Implementation date for the practicable risk control measures
		YES (If so describe the hazard risk)	NO (Then describe risk control measures already implemented to address the hazard)		YES	NO	
<b>Electrical</b> Can anyone be injured by electrical shock or burnt due to plant contacting live electrical conductors?	A						
The plant working in close proximity to electrical conductors?	B						
Over load of electrical circuits?	C						
Damaged or poorly maintained electrical leads or cables?	D						
Damaged electrical switches?	E						
Water near electrical equipment?	F						
Lack of isolation procedures?	G						
<b>Explosion</b> Can anyone be injured by explosion of gases, vapours, liquids, dusts triggered by operation of the plant or materials?							
<b>Slipping, Tripping and Falling</b> Can anyone using the plant or in the vicinity slip, trip or fall due to uneven or	1 A						

slippery work surfaces?						
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Hazard Identified		Is there a risk?		Where there is a risk, describe proposed risk control measures	Are the risk control measures practicable		Implementation date for the practicable risk control measures
		YES (If so describe the hazard risk)	NO (Then describe risk control measures already implemented to address the hazard)		YES	NO	
Poor house keeping or obstacles in the vicinity?	1 B						
Can anyone fall from a height due to lack of proper work platform?	2 A						
Lack of proper stairs or ladders?	2 B						
Lack of guard rails or edge protection?	2 C						
Unprotected holes or gaps?	2 D						
Poor flooring or walking surface that lack slip resistant surface?	2 E						
Steep walking surface?	2 F						
Collapse of the supporting structure?	2 G						
<b>Ergonomic</b> Can anyone be injured due to poorly designed seating?	A						
Repetitive body movement?	B						
Constrained body posture or excessive effort?	C						
Design deficiency causing mental or psychological stress?	D						
Inadequate or poor lighting?	E						

Lack of consideration given to human error or behaviour?	F						
Mismatch of the plant with human traits and natural limitations?	G						
Hazard Identified		<p style="text-align: center;">Is there a risk?</p> <p>YES (If so describe the hazard risk)</p> <p>NO (Then describe risk control measures already implemented to address the hazard)</p>		Where there is a risk, describe proposed risk control measures	<p>Are the risk control measures practicable</p> <p>YES    NO</p>		Implementation date for the practicable risk control measures
<p><b>Suffocation</b></p> <p>Can anyone be suffocated due to lack of oxygen or atmospheric contamination?</p>							
<p><b>High Temp or Fire</b></p> <p>Can anyone come into contact with objects at high temperature?</p>							
<p><b>Other Hazards</b></p> <p>Can anyone be injured or suffer ill health from exposure to chemicals?</p>	A						
Toxic gases or vapours?	B						
Fumes?	C						
Dust?	D						
Noise?	E						
Vibration?	F						



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**Safe Work Procedures**

**Section 4.03**

**Plant Risk Management Form**

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