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*
- *School Policy and Advisory Guide - Curriculum*

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 Health and Safety Representative (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 structures, forklifts, printing presses, hand tools, ladders and computers.
Regulated Plant:
1. Plant that processes material by way of a mechanical action that:
   a) Cuts, drills, punches or grinds the material; or
   b) Presses, forms, hammers, joins or moulds the material; or
   c) Combines, mixes, sorts, packages, assembles, knits or weaves the material.
2. Plant that lifts or moves people or materials (other than a ship, boat, aircraft) or a vehicle designed to be used primarily as a means of transport on public roads or rail, if that vehicle is being used in a workplace other than a public road or rail;
3. Pressure equipment;
4. Tractors;
5. Earthmoving machinery;
6. Lasers;
7. Scaffolds;
8. Temporary access equipment;
9. Explosive-powered tools;
10. Turbines; and
11. Amusement structures.

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

Workplace Manager:
The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

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 and Equipment Register, which is regularly reviewed;
- consulting with employees in relation to identifying and managing plant and equipment hazards;
- ensuring that identified plant and equipment hazards are entered on to a Plant and Equipment Risk Management Form;
- ensuring that identified plant and equipment hazards are entered on to the OHS Risk Register, the risks reviewed and appropriate controls implemented;
- checking that Safe Work Procedures (SWP) are readily accessible for each item of plant and equipment;
- ensuring maintenance and repairs to plant and equipment is recorded on the Plant and Equipment Maintenance Form;
- complying with legislation relating to plant and equipment.

HSR 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;
- reporting on the use and effectiveness of plant and equipment risk control measures.

Employees are responsible for:
6. Procedure:

6.1 Identify Plant and Equipment

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

- All regulated plant
- Ladders
- Table saws
- Powered hand tools
- Lifts.

Hazard identification should take place:

- when new plant and equipment is introduced into the workplace;
- for all existing plant and equipment;
- before any changes are made to the system of work for plant and equipment;
- before the plant and equipment is used in a manner other than what it was designed for;
- 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 are to ensure 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 in consultation with:

- HSR
- Employees
- 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 or 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;
- The competence of persons to undertake the work.

6.3 Purchase or acquisition of Plant

The Workplace Manager and/or Management OHS Nominee must ensure that prior to the purchase or acquisition of plant and equipment, that an OHS Purchasing Checklist is completed in
6.4 Controlling Plant and Equipment Risks

6.4.1 Control Measures

The Workplace Manager and/or Management OHS Nominee in consultation with the HSR and employees are to ensure suitable controls, as outlined in the OHS Risk Management Procedure are selected and implemented where plant and equipment risks are identified. This is to be documented on the 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 and maintaining fixed guarding on machinery;
- training employees in appropriate courses to obtain the required competencies;
- developing SWP;
- 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 equipment, a Safe Work Procedure template should be completed and displayed adjacent to all items of static plant and accessible to operators of portable plant.

Plant and equipment that is identified as being unsafe must be isolated and tagged as per the Isolation and Tag Out Procedure.

6.4.2 Training and Education

The Workplace Manager and/or Management OHS Nominee are to ensure teachers are competent to use plant and equipment in their facilities. Teachers are required to have the necessary qualifications as outlined in the Victorian Institute of Teaching (VIT) Qualification for Teacher Registration Qualification Policy to enable them to teach Materials Technology in schools. This shall be supplemented by successful completion, every five years, of relevant modules of the Safe Use of Machinery in Technology Teaching course. Further information on this course is available from the DEECD OHS Advisory Service on 1300 074 715.

Training records are to be maintained by the Workplace Manager and/or Management OHS Nominee as outlined in the OHS Induction and Training Procedure.

6.4.3 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. Details recorded for plant and equipment should as a minimum include:

- plant and equipment name;
- location;
- serial or identification number;
- description of work performed;
- completion date of repairs/maintenance;
- 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 the *Isolation and Tag Out Procedure*.

The *Workplace Manager* and/or *Management OHS Nominee* should ensure that contractors engaged to undertake maintenance are managed as per the *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*;
- plant and equipment breakdown/failure rates.

### 6.5 Reviewing Controls

The *Workplace Manager* and/or *Management OHS Nominee* are responsible for reviewing the effectiveness of risk controls in consultation with the HSR 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 for individual items of plant and equipment. Any changes to the risk controls must be documented on the relevant *Plant and Equipment Risk Management Form* and the *OHS Risk Register*.

*Plant and Equipment Risk Management Forms* are 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;
- when new information regarding the safety of the plant and equipment becomes available.

### 6.6 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 the *Contractor Management Procedure*.

### 6.7 Plant Requiring Registration

WorkSafe Victoria requires certain items of plant and equipment to be registered. Examples of plant which must be registered include:
- air receivers
- pressure vessels
- boilers
- tower cranes
- self-erecting tower controls
- lifts
- building maintenance units
- amusement structures
- concrete placing units.

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

### 6.8 OHS Risk Register

The **Workplace Manager** and/or **Management OHS Nominee** are to ensure 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 the **Consultation and Communication Procedure**.

### 7. Related Documentation:

- Consultation and Communication Procedure
- Contractor Management Procedure
- Safe Use of Machinery in Technology Teaching
- Electrical Equipment Procedure
- Induction and Training Procedure
- Isolation and Tag Out Procedure
- OHS Risk Management Procedure
- OHS Risk Register
- Plant and Equipment Register
- Plant and Equipment Risk Management Form
- Plant and Equipment Maintenance Form
- Safe Work Procedure
- OHS Purchasing Procedure
- OHS Purchasing Checklist

### 8. Version Control

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<td>February 2010</td>
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<td>March 2010</td>
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<td>Minor wording changes, removal of reference to Safe Use Tests for students as this sits with the curriculum area and is not part of the OHSMS</td>
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<td>Two yearly review as per OHSMS requirements. Change to definitions to include regulated plant Change to 6.3 to include purchasing or acquisition of plant Change to 6.4.2 Training and Education to include requirements for teaching. Inclusion of 6.46.6 licencing requirements</td>
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