Plant and Equipment Management Procedure

Purpose

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

Scope

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

Procedure

## 3.1 Identify Plant and Equipment

The [Workplace Manager](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) and/or [Management OHS Nominee](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx)must identify all plant and equipment within the workplace in consultation with the [Health and Safety Representative](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx) (HSR) and employees and record this information in the *Plant and Equipment Register*. Examples of plant and equipment include:

* 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.

## 3.2 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 in the *Plant and Equipment Risk Management Form*.A risk assessment 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.

## 3.3 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 the *OHS Purchasing Checklist* is completed in accordance with the *OHS Purchasing Procedure*. This should occur in consultation with:

* HSR
* Employees

## 3.4 Controlling Plant and Equipment Risks

## 3.4.1 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 Safe Work Procedures
* 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.*

3.4.2 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 of relevant modules of the Safe Use of Machinery in Technology Teaching course. Further information on this course is available from the Department’s 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*.

3.4.3 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 Risk 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 OHS 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.

## 3.5 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 an incident occurs involving an item of plant
* when new information regarding the safety of the plant and equipment becomes available.

## 3.6 Licensing Requirements

WorkSafe Victoria requires the operator of certain items of plant and equipment to hold a relevant licence. Licencing requirements can be found in Schedule 3 of the Victorian *Occupational Health and Safety Regulations-High Risk Work Licence Classes*.

The **Workplace Manager** and/or **Management OHS Nominee** should ensure that all operators of plant and equipment required to be licenced 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 OHS Management Procedure*.

## 3.7 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 *OHS Consultation and Communication Procedure.*

Defined terms

Terms defined within this Procedure can be located on the Department’s [Defined Health, Safety Terms](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx) website. Defined roles will appear **in bold**.

Related references:

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2017*

*Safe Use of Machinery in Technology Teaching*

*School Policy and Advisory Guide – Curriculum*

Related documentation:

*Contractor OHS Management Procedure*

*Isolation and Tag Out Procedure*

*OHS Consultation and Communication Procedure*

*OHS Induction and Training Procedure*

*OHS Purchasing Procedure*

*OHS Purchasing Checklist*

*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 Template*

*Testing and Tagging of Electrical Equipment Procedure*

Further assistance

Further information, advice or assistance on any matters related to plant and equipment management is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).