1. OVERVIEW

The Flinders Ranges Council recognises its obligation to ensure, so far as is reasonably practicable, the provision and maintenance of safe plant and systems of work, and also recognises its obligations to manage risks to health and safety associated with plant.

This procedure applies to The Flinders Ranges Council owned or leased plant. This procedure is designed for the management of plant that is introduced into the workplace as an on-going resource, i.e. purchased or leased. Plant that is hired for a single activity or on an infrequent basis is not subject to this procedure but should be subjected to a documented hazard identification, risk assessment and control process, have the appropriate records of inspection/certification and be operated by a competent person to an appropriate safe system of work.

This Procedure aims to:

- Outline Council's systems for the identification of hazards associated with the use of plant in the workplace and eliminate, or, where elimination is not reasonably practicable, minimise risks to health or safety so far as is reasonably practicable.
- Assist Council comply with legislative requirements related to testing, maintenance, installation, commissioning, use, repair, alteration, dismantling, storage and disposal of plant.
- Outline Council's systems for the provision of information and training related to plant, necessary to protect all persons from risks to their health and safety arising from work; and
- Register items of plant as required.

SIGNED	……	……
	Chief Executive Officer	Chairperson, WHS Committee
	Date: 13 / 3 / 2014	Date: 13 / 3 / 2014

2. CORE COMPONENTS

The core components of the plant procedure aim to:

- Identify reasonably foreseeable hazards associated with plant:
  - The identification of reasonably foreseeable hazards should include specific aspects associated with the legal roles and duties as per WHS regulatory requirements (eg designers, Manufacturers, Importers, Suppliers, Installers / Constructors / Commissioning, Manager or Controller).
  - Hazards are identified prior to the introduction of plant/equipment into the workplace.
  - The identification process includes aspects of the lifecycle of any plant or equipment (Purchase/Hire/Lease; Commissioning; Use; Maintenance; Decommissioning; Alteration).
  - There is a system for the assessment and recording of the risk (on a prioritised basis) in accordance with the organisation's Hazard Management Procedure.
  - Appropriate controls are identified and implemented in line with The Flinders Ranges Council's Hazard Management Procedure.
  - Controls should be identified and implemented at the appropriate times within the lifecycle of plant.
- Appropriate training is undertaken prior to activities associated with plant occurring:
  - The training process includes identification of core competencies for plant and associated activities.
  - Identified training is delivered in an appropriate timeframe.

- Appropriate inspection requirements are identified, undertaken and recorded (eg pre-operational checks, periodic maintenance checks, safety inspections, regulatory inspections, etc).
- Where required, certification occurs (eg pressure vessels, etc).
- Identify, maintain and make available appropriate records (eg Certification documents, Inspection check sheets, training records, corrective action records, internal audit reports, etc).
- Identify and conduct appropriate auditing processes for plant management. (The plant management process is included for review within the Internal Audit process).

3. DEFINITIONS

Competent person	A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task [as defined by the *Work Health and Safety Regulations 2012 Regulation 5]*
Commissioning	In relation to plant, means performing necessary adjustments, tests and inspections to ensure that the plant is in full working order to specified requirements, and includes recommissioning
Hierarchy of Control	If it is not reasonably practicable for risks to health and safety to be eliminated, risks must be minimised, so far as is reasonably practicable, by doing one or more of the following: (a) Substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) Isolating the hazard from any person exposed to it; (c) Implementing engineering controls. If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. If a risk then remains the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment. [as defined by the *Work Health and Safety Regulations 2012 Regulation 36]*
Personal Protective Equipment (PPE)	Anything used or worn by a person to minimise risk to the person's health and safety, including air supplied respiratory equipment. [as defined by the *Work Health and Safety Regulations 2012 Regulation 5]*
Plant	Includes— (a) Any machinery, equipment, appliance, container, implement or tool; (b) Any component of any of those things; (c) Anything fitted or connected to any of those things. [as defined in the *Work Health and Safety Act 2012 Section 4*].
Program	A planned component of a WHS management system.
Risk	The possibility that harm (death, injury or illness) might occur when exposed to a hazard. [as defined by *Approved Code of Practice, How to Manage Work Health and Safety Risks*]
Risk assessment	The process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards.
Safe Work Instruction (SWI)	A document that records the process to be followed to conduct an activity safely (may have alternate names such as Safe Operating Procedure or Safe Work Method Statement). The document should have the steps to be followed to complete the activity safely recorded in a logical progression along with any controls/safety measures that need to be used.

4. PROCEDURE

4.1. Plant register

4.1.1. A person should be nominated to manage any plant register(s) for the organisation.

4.1.2. A plant register must be developed and maintained that includes:

a. Plant owned and used by Council in work activities.
b. Notation of whether there is a current risk assessment or if a risk assessment has not been undertaken, a notation to the controls that have been implemented and a reference to the guidance material that required them.
c. Any Safe Work Instructions for use.
d. Any registration requirements and renewal dates.

4.1.3. Department managers should notify the WHS Coordinator when plant (which is under their control) is introduced, modified, altered or disposed of, and the register should be updated to reflect the changes made.

4.2. Introduction of plant to the workplace

4.2.1. When the purchase of an item of plant is required, the relevant manager should review the plant register and any existing documentation:

a. If a risk assessment exists for that particular item of plant and is current, the purchase can proceed.
b. If a risk assessment does not exist or is out-dated, a risk assessment should be undertaken.

NB: It is recognised that the code of practice "How to Manage Work Health and Safety Risks" S3.1 give some instances where risk assessment is not required, however PSSI standard 3.8.1 requires identification evaluation and control of hazards and WorkCover SA have communicated that they expect Self-insurers to complete risk assessments for all reasonably foreseeable hazards.

4.2.2. When considering the purchase of an item of plant, the relevant manager should discuss Council needs with the plant supplier, and consider any information provided about safe use. This may include any legislation, Codes of Practice, industry guidance material or manufacturer's information that are relevant.

4.2.3. In doing so, before purchasing, hiring or leasing plant the relevant manager will also:

a. Determine:
- The hazards and risks associated with installation, commissioning, operation, inspection, maintenance, repair, transport, storage and dismantling of the plant.
- Control measures needed to minimise these hazards and risks.
- The manufacturer's recommendations in relation to the frequency and type of inspection and maintenance needed.
- Any special skills required for people who operate the plant or carry out inspection and maintenance.
- Any special conditions or equipment required to protect the health and safety of people carrying out activities such as installation, operation and maintenance.
- Any alterations or modifications to be made to the plant.

b. Check whether the plant includes some or all of the following characteristics:
- Contact with or access to dangerous parts is prevented, for example by using guards and protective structures.
- It is of sturdy construction and has tamper-proof design.
- There are no obstructions to the plant operator.
- It has fail-safe operation.
- It is easy to inspect and maintain.

- It does not introduce other hazards, (for example, manual handling problems or excessive noise), into your workplace.
- It incorporates measures to minimise risks during use (eg low noise).
- It complies with the relevant legislative requirement, Code of Practice, guidance material or industry standard that supports the decision not to undertake a risk assessment.

4.2.4. Once purchased or commissioned, a risk assessment (in accordance with 4.2.1) is to be completed for each item of plant.

a. Where multiple items of plant of the same design are purchased and are installed and used under the same conditions, the same risk assessment can be applied to all items.
b. This is subject to the qualification that where risk may vary from operator to operator, a separate assessment of the risk to each operator of the particular item of plant should be carried out on each item of plant.

4.2.5. The identification of hazards should be conducted in accordance with the Hazard Management Procedure and include the specific aspects associated with the legal roles and duties as per legislative requirements (eg designers, owners, employers, importers, suppliers, manufacturers, installers and those undertaking commissioning activities).

4.2.6. If used plant is being supplied to Council, the following information should be sought from the supplier:

- Relevant health and safety information prepared by the designer or manufacturer of the plant; and
- Any record kept by the previous owner of the plant or provided by the supplier of the plant.
- Written notice of the condition of the plant and any identified faults.

4.2.7. The department manager should form a team to undertake the risk assessment, in accordance with the Hazard Management Procedure. The team should consist of a health and safety representative (where one exists for the work group) and/or workers who will be using the plant, the department manager and other relevant stakeholders or experts.

4.2.8. The risk assessment process should also include:

a. A pre-purchase review of the item of plant (to be conducted by relevant stakeholders and including a demonstration by the supplier when reasonably practicable and relevant) and review of stakeholder observations, before purchase occurs.
b. The provision and review of the risk assessment provided by the supplier.
c. A risk assessment of the plant that includes:
    - Legislative, Code of Practice, industry standards or guidance material and relevant Australian Standard requirements (including registration, certification and or licenses).
    - Consideration of hazards such as, but not limited to:
        - Injury from entanglement.
        - Crushing by falling or moving objects, or plant tipping over.
        - Crushing from people being thrown off or under plant.
        - Cutting or piercing due to sharp or flying objects.
        - Friction burns.
        - Injury from high-pressure fluids.
        - Injury from electricity.
        - Injury from explosion.

  - Slips, trips and falls.
  - Suffocation.
  - Ergonomic requirements.
  - High temperatures.
  - Dust, vibration, noise, radiation.
  - The layout and condition of the work environment where the plant is to be used.
- The system of work associated with the plant use.
- Competencies, skill and experience required by plant users/operators.
- Whether the plant can be safely used by a person undertaking remote or isolated work.
- Any reasonably foreseeable abnormal condition (including any foreseeable abnormal use or operation, unintended use or misuse).
- Requirements for:
  - Installation.
  - Decommissioning.
  - Alteration.
  - Storage.
  - Breakdown maintenance.
  - Preventative maintenance and inspection.
  - Disposal.
- The need for the development of safe working instructions (such documents where required should be in place before operation of the plant).
- The management of any potential emergency situations associated with the plant and its use.
- The type of conditions in which the plant is used, (for example, a confined or restricted space, muddy or dusty environment).
- The condition of the plant, for example, is it old and missing safety features found on new plant? Is it reliable or often needing emergency maintenance?
- If there are other people or items of plant in the vicinity, what effect they have on the likelihood, consequence.
- Where and when access is required during the installation, operation or maintenance of plant and in an emergency.
- The work practices and procedures that exist in relation to plant safety, (e.g. isolation to carry out maintenance, emergency shut-down).
- The training, information, instruction and supervision provided to workers and other persons who may be exposed to plant.
- Whether the plant's safety depends on the competency of its operators.
- The organisation of the work associated with the plant:
  - Pedestrian and vehicular traffic around the plant.
  - Time spent on repetitive tasks.
  - Shift work arrangements.
  - Any production incentives that may affect health and safety.

4.2.9. Specific controls are required under the WHS Regulations for certain types of plant.
In some situations, specialised expertise may be required to assist in completing the risk assessment process. These situations include those where:

a. There is uncertainty about the degree of risk.
b. There is a significant risk, for example, exposure to sustained noise, plant that requires complex guarding, etc.
c. Plant that has not been manufactured in Australia.

d. The plant is of such a nature that specialist knowledge is required to complete the risk assessment competently.
e. Other factors such as locality, timing and/or expense are a consideration as to the completion of the task.

4.2.10. The findings are to be documented on the plant risk assessment form. The form should include the agreed estimations for likelihood, consequence and risk rating.

4.2.11. The plant risk assessment should be:
a. Signed by all parties who participated in the risk assessment process.
b. Revised whenever there is evidence to indicate that the assessment is no longer current, risk controls are no longer effective, or when there has been a change in the work to which the assessment relates.

4.2.12. The purchaser should complete the purchase documentation in accordance with any procurement guidelines and specifically:
a. Any specific requirements identified during the risk assessment process should be documented in the purchase documentation.
b. All purchases of plant should have manufacturers' instructions supplied.

4.3. Risk control

4.3.1. The department manager should check that all hazards identified during the risk assessment process are added to the hazard register.

4.3.2. An action plan should be developed and, where it is not reasonably practicable to eliminate risks, controls from the highest level of Hierarchy of Control that are reasonably practicable must be selected, documented and implemented, in accordance with the requirements of The Flinders Ranges Council Hazard Management Procedure.

4.3.3. If the risk assessment has rated the risk of using any plant as Extreme, then the following choices should be made:

Risk rating	Controls	Decision
Extreme	Control options are not available or do not reduce the risk below Extreme	Do not purchase or hire plant
Extreme	Control options are available that reduce risk from Extreme to as low as reasonably practicable	Purchase or hire plant and Ensure control measures are implemented

4.3.4. A combination of control measures may be required to effectively manage the hazard. Depending on the outcomes of the specific risk assessment, this may include both short and long term control measures.

4.3.5. The purchaser should send to the WHS Coordinator the completed risk assessment documentation. The WHS Coordinator should then:
a. Make the relevant notations in the Plant Register.
b. Make information available, eg:
- The Plant Register should be made centrally available.
- Completed risk assessments, relevant controls, safe work instructions and manufacturers' instructions should be made available to pertinent work groups.

c. Facilitate the development of a training plan to assess the competency of each operator.

4.3.6. The department manager should ensure that any item of plant specified in the WHS Regulations 2012: Part 3—Registration of plant designs and items of plant, is not used until the plant is registered.

4.4. Installation and commissioning

4.4.1. An installation, erection or commissioning plan should be documented prior to the activity occurring, when relevant.

4.4.2. The following factors apply to the installation, erection or commissioning of plant:

a. Any installation, erection or commissioning, will be undertaken by a competent person who has been provided with such information as is necessary to enable the plant to be installed and commissioned so as to minimise any risk to health or safety.
b. The plant is installed or erected in a location that is suitable for the operation being undertaken and the type of plant in use.
c. There is sufficient space around the plant to allow the plant to be used and repaired so as to minimise any risk to health or safety.
d. A proper layout of the workplace, and safe access and egress, is provided.
e. The plant is in an appropriate state to be transferred into active service.

4.4.3. Records of the installation, erection or commissioning process are to be retained, in accordance with Section 6 below.

4.5. Hire of plant

If plant is hired or leased, either for short or long term periods, the person responsible for the hire should check that:

a. The item of plant to be hired has been inspected and maintained in accordance with legislative requirements and manufacturer's specifications. This may require the review of log books or maintenance manuals.
b. Relevant health or safety information prepared by the designer or manufacturer about the purpose of the plant and its proper use is provided at the point of hire. This should include information about the safe use and any limitations of the plant; the training and competency requirements for the operator and any emergency controls.
c. The plant is suitable for its intended use.
d. Inspection, testing and maintenance requirements required while the plant is under Council control are identified.

4.6. Training

4.6.1. The department manager should make sure, so far as is reasonably practicable, that any item of plant is not operated at the workplace unless the operator has been provided with information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety.

a. The instruction and training should be commensurate with any risk to health or safety that has been identified by the risk assessment process.
b. When required, persons must hold a current licence for plant operation and maintenance.
c. When required, persons must hold a current certificate of competency.

4.6.2. Contractors should not be permitted to use Council plant and equipment except in exceptional circumstances (such as an emergency situation, or where the equipment is fixed and not easily replaced by contractors' equipment (such as

lifting gantries in workshops, anchorage points, etc). Where contractors use Council equipment, contractors must demonstrate evidence of training and licensing (where required) and the department manager should keep records of those competencies. If the Council is not satisfied that the contractor has been provided with information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety, the contractor must not be permitted to use Council plant and equipment.

4.7. Plant use

4.7.1. The department manager should check that:

a. Adequate supervision is provided to all plant operators, as determined by the risk assessment and/or the Job Safety Analysis.
b. A safe work instruction is available at, or as close as reasonably practicable to, the point of use. The safe work instruction may include instructions on:
   - The correct use of guarding and other control measures.
   - How to safely access and operate the plant.
   - Who may use an item of plant, for example only authorised or licensed operators.
   - How to carry out inspections, shut-down, cleaning, repair and maintenance.
   - Traffic rules, give way requirements, clearances and no-go areas for mobile plant.
   - Emergency procedures.
c. The required pre-operational tests and or inspections are undertaken prior to the use of any item of plant and records are retained.
d. Measures are in place to prevent unauthorised interference, alteration or use.
e. Any emergency instructions relating to an item of plant should be clearly displayed on or near it.

4.7.2. If a hazard has been identified during plant use:

a. The requirements of the hazard management Procedure should be followed.
b. The department manager, in consultation with any relevant health and safety representative and/or the end users should re-evaluate the existing controls.
c. If it is not reasonably practicable to eliminate identified risks, the department manager should document an action plan and implement and monitor the controls selected from the Hierarchy of Control. The action plan should be signed by all parties involved in the risk management process.
d. If the function or condition of plant is impaired or damaged to an extent that gives rise to an immediate risk to health or safety, the plant should be immediately withdrawn from use until the risk is controlled or the plant is repaired in accordance with the following:
   - The operating controls should be isolated and/or tagged out of service and the item of plant withdrawn, when practicable, from the usual operating environment.
   - Where appropriate, the requirement not to use an item of plant should be formally communicated to all end-users and a record of the communication should be retained.
   - Corrective and preventative actions should be identified and implemented in accordance with the Corrective and Preventative Action Procedure.
   - Plant must be maintained and repaired according to the manufacturers' specifications or, in the absence of such specifications, in accordance with a competent person's recommendations.
   - Monitoring occurs to make sure control actions are effective.

e. The department manager should check that the appropriate record is made in the hazard register.

4.8. Inspection, testing, maintenance, alteration and repair

4.8.1. A maintenance schedule should be developed by the WHS Coordinator detailing the inspection, testing and or maintenance requirements for each item of plant (including any registration or certification requirements).
The maintenance schedule should include the testing and maintenance requirements for all safety features and/or warning devices.

4.8.2. Inspections, maintenance and cleaning should be conducted in accordance with procedures recommended by the designer or manufacturer, or those developed by a competent person.

4.8.3. If access is required to plant with moving parts for the purpose of maintenance, cleaning or repair, the plant is to be stopped, and one or more of the following should be used to minimise any risk to health or safety:
a. Lockout or isolation devices.
b. Danger tags.
c. Permit to work systems.
d. Other control measures: or
e. If it is not reasonably practicable to carry out cleaning, maintenance or repair while the plant is stopped, the operator's controls must allow the safe operation of the plant while the person is undertaking the maintenance or cleaning.

4.8.4. If plant is altered, it should be altered, inspected and tested by a competent person, having regard to any relevant design specification, (taking into account any alteration to the design), prior to the plant being returned to service.

4.8.5. Only competent persons should undertake inspection, testing, maintenance and repair activities.
a. Repairs should be carried out so as to retain the plant within its design limits.
b. Records of repair, inspection, testing and maintenance activities should be retained.

4.9. Decommissioning, dismantling, disposing and storage

4.9.1. Plant is decommissioned, dismantled and stored by competent and authorised persons in accordance with the designers' and manufacturers' instructions.

4.9.2. The person who decommissions or dismantles plant is provided with all available information necessary to eliminate, or, where this is not reasonably practicable, minimise risks to health and safety.

4.9.3. Any hazards inherent in the process of decommissioning and dismantling the plant, (for example, exposure to hazardous substances) are to be identified.

4.9.4. The processes associated with the decommissioning and dismantling include inspections for the identification of risks associated with these processes and activities.

4.9.5. Plant is not decommissioned or dismantled unless it can be carried out without risks to health and safety, so far as is reasonably practicable.

4.9.6. When in storage, plant should be left in a state that does not create a hazard in the workplace.

4.9.7. Dismantled or stored plant should remain on the relevant plant asset register.

4.9.8. The responsibility for plant in storage remains with the department manager.

4.10. Movement of fixed plant between sites

4.10.1. The department manager at the new location should undertake a risk assessment for the use of plant at the new location, as outlined in steps 4.2 and 4.3 above. This process may include, as relevant:

a. Revision of a current and relevant risk assessment and safe work instruction: or
b. Development of a new risk assessment and/or safe work instruction.

4.10.2. The department manager should notify the WHS Coordinator that the location of the plant has been changed and the register should be updated to reflect the changes made.

4.11. Salvage and disposal

4.11.1. Any surplus plant for disposal or salvage should comply with legislative requirements.

4.11.2. The person who is being supplied with the plant should be given any relevant:

a. Health or safety information prepared by the designer or manufacturer of the plant, which The Flinders Ranges Council holds, and
b. Any records relating to the plant.

4.11.3. Point 4.11.2 does not apply to plant that is being sold for scrap or spare parts. Before plant is supplied as scrap or spare parts Council will inform the person to whom the plant is supplied, either in writing or by marking the plant, that the plant is being supplied for scrap or spare parts and that the plant in its current form is not to be used as plant.

4.11.4. If the plant for disposal contains materials which are likely to present a risk to the health and safety of individuals or the environment, relevant regulatory requirements should be observed.

4.11.5. The department manager should notify the WHS Coordinator that plant has been removed and the register should be updated to reflect the changes made.

4.12. Monitoring and evaluation

4.12.1. The department manager or delegate will inform relevant persons about the control measures selected or corrective actions that have been implemented for plant safety. Department meeting minutes and / or some other appropriate record should demonstrate that this has occurred.

4.12.2. The department manager or delegate should make sure, so far as is reasonably practicable, that any new hazards that may have been introduced by the selected controls methods are identified by:

a. Monitoring and evaluating controls for effectiveness.
b. Recommencing the risk assessment process if new plant hazards are identified.
c. Consulting with workers and other relevant stakeholders.

d. Communicating the outcomes of the risk assessment process within the department or work group and to the WHS Committee, as required.
e. Retaining completed risk assessments/Job Safety Analyses (JSAs).

4.12.3. The WHS Committee monitors the Hazard Register during its meetings. A report should be presented to the Senior Leadership Team listing outstanding items requiring their direction or enforcement.

4.12.4. The Senior Leadership Team reviews plant hazard and incident statistics, audit results, legislative changes and other information relating to the plant safety process and directs action when required. Minutes should record outcomes of discussion and actions undertaken.

4.12.5. The plant safety process is subject to internal audit and the audit findings should be reported as part of the ongoing management review process.

4.12.6. The management team set, monitor and review objectives, targets and performance indicators for the plant safety process as relevant.

5. TRAINING

5.1. The Flinders Ranges Council training needs analysis should identify the training needs and core competencies required for plant and associated activities.

5.2. Workers have the plant procedure explained to them during the induction process.

5.3. Persons purchasing plant and/or undertaking plant risk assessments, have specific training that includes legislative requirements for plant.

5.4. Workers who are required to use plant receive training specific to the task and appropriate supervision.

5.5. A registered, (and, where relevant, approved training organisation), is to be used to deliver any legislatively mandated training.

5.6. Contractors should be made aware of pertinent aspects of the plant procedure during the contractor tendering process.

6. RECORDS

The following records should be maintained:

6.1. Plant risk assessments.
6.2. SWIs or Safe Operating Procedures (SOPs).
6.3. Purchase or hire documentation, including operation manuals.
6.4. Training records, licences and other competency records.
6.5. Plant inspection, testing and maintenance records.
6.6. Plant registration and certification records.

All records must be retained in line with the current version of GDS20.

7. RESPONSIBILITIES

7.1. The *Senior Leadership Team* is accountable for:
7.1.1. Assisting Council meet its legislative duties for plant.
7.1.2. Approving any reasonably practicable budgetary expenditure necessary for plant.

7.1.3. Setting and monitoring objectives, targets and performance indicators for any plant safety program, as relevant.
7.1.4. Checking that managers and supervisors have been provided with training to enable them to:
   a. Apply the requirements of this procedure, and the associated legislative requirements for plant under their control.
   b. Provide adequate training, information, instruction and supervision to the workers under their control in relation to the testing, maintenance, installation, commissioning, use, repair, alteration, dismantling, storage and disposal of plant.
   c. Conform to the requirements of this procedure.
7.1.5. Checking that Council workers have been provided with training to enable them to:
   a. Understand and apply this Procedure and any relevant Safe Work Instructions in relation to the management and operation of plant.
   b. Be competent to undertake required tasks.
7.1.6. Monitoring the Hazard Register and enforcing close out of items when required.
7.1.7. Reviewing the effectiveness of the plant safety process.
7.1.8. Including plant within the management review process.
7.1.9. Consulting with workers.

7.2. *Managers and supervisors* are accountable for:
7.2.1. Maintaining plant and equipment registration in accordance with legislative requirements.
7.2.2. Checking that workers are provided with training and supervision necessary.
7.2.3. Checking that workers:
   a. Understand and can apply the plant Procedure and any relevant safe work instructions in relation to the tasks they undertake.
   b. Are competent to undertake required tasks.
   c. Can use and maintain PPE if required.
7.2.4. Assessing and recording on the Hazard Register, in consultation with workers or their representatives, identified plant hazards.
7.2.5. Implementing controls, in consultation with workers or their representatives, using the Hierarchy of Control, evaluating controls and reviewing them for effectiveness.
7.2.6. Communicating the outcomes of risk assessments within the department and across the organisation as required.
7.2.7. Closing out hazard register items within designated time frames.
7.2.8. Completing documentation associated with the hazard identification and risk assessment process.
7.2.9. Undertaking required inspections, testing and maintenance.
7.2.10. Implementing any corrective or preventative actions required for the continual improvement of the plant and equipment process.
7.2.11. Coordinating, supervising, monitoring and reviewing contractor activities for compliance.
7.2.12. Retaining records as required.
7.2.13. Seeking expert advice when a need is identified.
7.2.14. Providing required reports to the WHS Committee or Senior Leadership Team.

7.3. The *WHS Coordinator* is accountable for:
7.3.1. Maintaining the currency of plant register.
7.3.2. Assisting in the purchase and risk assessment processes for plant when required.
7.3.3. Monitoring and advising on legislative change and plant compliance requirements.

7.3.4. Providing relevant reports and information to the management team and WHS Committee as required.

7.4. *Workers* are accountable for:
- 7.4.1. Complying with the requirements of this procedure.
- 7.4.2. Participating in training and consultative processes when required.
- 7.4.3. Following reasonable instruction(s) and Safe Work Instructions(s).
- 7.4.4. Using and maintaining any aids, personal protective equipment and safety equipment provided.
- 7.4.5. Not using equipment that has been locked out or tagged out of service, or cause those tags to be removed or damaged.
- 7.4.6. Not using equipment unless the required guarding is in place.
- 7.4.7. Reporting hazardous situations or safety problems, immediately to their manager or team leader, in accordance with the Hazard Management Procedure.
- 7.4.8. Assisting in assessing risk, implementing control measures and evaluating them for effectiveness as required.
- 7.4.9. Seeking assistance to manage plant hazards when required.

7.5. The *WHS Committee* is accountable for:
- 7.5.1. Facilitating co-operation between management and workers in matters relating to plant.
- 7.5.2. Monitoring the hazard register and referring issues that require management direction or enforcement to The Flinders Ranges Council Senior Leadership Team.

8. Review

8.1. The Plant procedure should be reviewed by the WHS Committee, in consultation with workers or their representatives, every three (3) years, or more frequently if legislation or Council (or prescribed body) requirements change. This may include a review of:
- 8.1.1. Legislative compliance issues.
- 8.1.2. Audit findings relating to plant.
- 8.1.3. Plant incident and hazard reports, claims costs and trends.
- 8.1.4. Feedback from managers, workers, contractors or others.
- 8.1.5. Other relevant information.

8.2. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

9. References

Work Health and Safety Act 2012.
Work Health and Safety Regulations 2012.
General Disposal Schedule 20 for Local Government.
WorkCover SA Performance Standards for Self-Insurers.

The following standards are approved Codes of Practice under the Work Health and Safety Act 2012 and are relevant to plant:
Approved Code of Practice; Managing Risks of Plant in the Workplace.
Approved Code of Practice; How to Manage Workplace Risks.
Australian/New Zealand Standard AS/NZS 1200: Pressure Equipment.
Australian Standard AS 1418: Cranes, Hoists and Winches.
Australian /New Zealand Standard AS/NZS 1576: Scaffolding (parts 1-4).
Australian Standard AS 1735: Lifts, Escalators and Moving Walks (known as the SAA Lift Code).

Australian Standard AS 1755: Conveyors – Safe Requirements.
Australian Standard AS 2030: Gas Cylinders Code.
Australian/New Zealand Standard AS/NZS 2211: Safety of Laser Products.
Australian Standard AS 2550: Cranes, Hoists and Winches - Safe Use.
Australian Standard AS 2593: Boilers- Safety Management and Supervision Systems.
Australian/New Zealand Standard AS/NZS 3788: Pressure equipment—In-Service Inspection.

NOTE: this is not an exclusive list of approved Codes of Practice and other documents may need to be referenced depending on the nature and hazards of the work being undertaken and the respective work environment.

10. RELATED DOCUMENTS

Hazard Management Procedure
Isolation and Lockout Procedure
Electrical Safety Procedure
Corrective and Preventative Action Procedure
Contractor Management Procedure
The Flinders Ranges Council's Procurement & Disposal Policy

11. HISTORY

Document History:

Version No:	Issue Date:	Description of Change:
1 – 5	Unknown	
6.0	31/8/2010	New Document
7.0	13/3/2014	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate. Inclusion of enhanced detail on controls (such as details on content of SWI at 4.7.1 b)

Appendix 1: Plant Pre-Purchase Checklist

Name of Plant:	Description/Use:
Manufacturer:	Supplier:

☐ New plant ☐ Used plant ☐ Lease / Hire plant	☐ Replacement ☐ Substitution Outgoing is: ☐ Operational unit ☐ Parts ☐ Scrap	☐ File references:

1. Consultation has occurred with:

Line Manager ☐Yes ☐No	HSR ☐Yes ☐No	Supplier/ Installer/ Contractor ☐Yes ☐No
WHS Coord ☐Yes ☐No	Operator/s ☐Yes ☐No	Other/s (please specify) ☐Yes ☐No

2. The following must be considered prior to purchasing:

Pre-Purchase check	Considered	Obtained	Comments
Technical data / instructions / operator manual available	☐Yes ☐No	☐Yes ☐No	
Meets Australian Standards / Relevant Codes / Industry Standards	☐Yes ☐No	☐Yes ☐No	
Suppliers risk assessment provided and reviewed (mandatory)	☐Yes ☐No	☐Yes ☐No	
Operator licence / competency / training required	☐Yes ☐No	☐Yes ☐No	
Plant has been trialled by operator / user	☐Yes ☐No	☐Yes ☐No	
Plant guarding, emergency stops, isolation systems	☐Yes ☐No	☐Yes ☐No	
Vibration, noise, dust	☐Yes ☐No	☐Yes ☐No	
Manual handling, ergonomic requirements	☐Yes ☐No	☐Yes ☐No	
Installation / commissioning	☐Yes ☐No	☐Yes ☐No	
Crushing, falling, moving or tipping	☐Yes ☐No	☐Yes ☐No	
Storage, transportation and working space	☐Yes ☐No	☐Yes ☐No	
Inspection / maintenance	☐Yes ☐No	☐Yes ☐No	
Personal Protective Equipment (PPE)	☐Yes ☐No	☐Yes ☐No	
Does not introduce any other hazards into the workplace	☐Yes ☐No	☐Yes ☐No	
If plant is second hand, maintenance records have been received	☐Yes ☐No ☐NA	☐Yes ☐No ☐NA	

Other:

3. Any other requirements / further information?

Trial operator/s name/s (If trialled):

Comments / Feedback:

I ……..….. (name of person authorising purchase) declare that I am satisfied that a reasonable effort has been made to consider the WHS implications of introducing this item to the Council workplace.

Position: **Signature:** **Date:**