

 <p>ANGASTON BAROSSA IMPROVED GRAZING GROUP BIGG</p>	<p>ANGASTON AGRICULTURAL BUREAU WHS PLANT PROCEDURE</p>	Version No: 1.0
		Issued: 15/10/2017
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1. Overview

- 1.1. Angaston Agricultural Bureau (AAB) and its Subsidiary, Barossa Improved Grazing Group (BIGG), as part of their Hazard Management Policy, recognise their obligation to ensure, so far as is reasonably practicable, the provision and maintenance of safe plant and systems of work and also recognises its legal obligations to manage risks to WHS associated with plant.
- 1.2. This procedure is designed for the management of plant in the workplace as an on-going resource, purchased or leased.
- 1.3. Plant that is hired for a single activity or on an infrequent basis is not subject to this procedure but must be subjected to a risk assessment in accordance with the *Hazard Management* procedure.
- 1.4. This procedure aims to ensure:
 - 1.4.1. A process for the identification of hazards associated with the use of plant and eliminate, or minimise, risks to WHS to as low as reasonably practicable (ALARP) exists.
 - 1.4.2. Compliance with the requirements of use and disposal of plant.
 - 1.4.3. The provision of relevant information and training.
 - 1.4.4. The registration of items of plant, as required.

2. Core components

- 2.1. The core components of our plant procedure aim to ensure that:
 - 2.1.1. The hazards associated with plant/equipment are identified.
 - 2.1.2. The legal duties of all parties are identified, e.g. designers, owners, importers, suppliers, manufacturers, installers/commissioning, manager or controller.
 - 2.1.3. There is a system for the assessment and recording of the risk.
 - 2.1.4. Appropriate controls are identified and implemented at the appropriate times within the lifecycle of the plant.
 - 2.1.5. Appropriate training is undertaken prior to activities associated with plant taking place and, where required, certification occurs.
 - 2.1.6. Appropriate inspection requirements are identified, undertaken and recorded, e.g. pre-use checks, periodic maintenance checks, safety inspections, regulatory inspections etc.
 - 2.1.7. Appropriate records are maintained, e.g. certification documents, inspection check sheets, training records, corrective action records etc.

3. Definitions

Refer to the Definitions list.

4. Procedure

4.1. Plant Register

- 4.1.1. Coordinators shall develop and manage the Plant Register and the register shall include:

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- a. All plant owned and used.
- b. Notation of whether a current risk assessment and/or safe work instruction/guidance for each item of plant exists.
- c. Any registration requirements and renewal dates.

4.1.2. Coordinators shall update the Plant Register when plant that is under their control is introduced, modified, altered or disposed of.

4.2. Introduction of plant to the workplace

4.2.1. When the purchase of an item of plant is required Coordinators shall review the Plant Register:

- a. If a risk assessment already exists for that item of plant and is less than 5 years old the risk assessment should be reviewed prior to purchase.
- b. If a risk assessment does not exist or is greater than 5 years old a risk assessment shall be undertaken.

4.2.2. When considering the purchase of an item of plant the Coordinator shall discuss the organisation's 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. Before purchasing, hiring or leasing plant, coordinators shall also,

- a. Determine:
 - i. The hazards and risks associated with installation, commissioning, operation, inspection, maintenance, repair, transport, storage and dismantling of the plant.
 - ii. Control measures needed to minimise the identified hazards and risks.
 - iii. The manufacturer's recommendations in relation to the frequency and type of inspection and maintenance needed.
 - iv. Any special skills or licenses required for workers who operate the plant or carry out inspection and maintenance.
 - v. Any special conditions or equipment required to protect workers carrying out activities such as installation, operation and maintenance.
 - vi. Any alterations or modifications to be made to the plant.
- b. Check whether the plant includes some or all of the following characteristics:
 - i. Contact with, or access to, dangerous parts is prevented, e.g. by using guards and protective structures.
 - ii. It is of sturdy construction and has tamper-proof design.
 - iii. There are no obstructions to the plant operator.
 - iv. It has fail-safe operation.
 - v. It is easy to inspect and maintain.
 - vi. It does not introduce other hazards, e.g. manual handling problems.
 - vii. It incorporates measures to minimise risks during use, e.g. reduce noise.
 - viii. It complies with legislative requirements, Codes of Practice, guidance material or industry standards that support the decision not to undertake a risk assessment.

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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 shall be carried out on each item of plant.

4.2.5. If used plant is being supplied the following information should be sought from the supplier:

- a. WHS information prepared by the designer or manufacturer of the plant.
- b. Records kept by the previous owner or provided by the supplier of the plant.
- c. Written notice of the condition of the plant and any identified faults.

4.2.6. The risk assessment team that shall include workers who will be using the plant and others, as relevant.

4.2.7. The process shall include:

- a. A pre-purchase review of the item of plant and should include a demonstration by the supplier, where practicable.
- b. The provision and review of the risk assessment provided by the supplier.
- c. A risk assessment of the plant that includes:
 - i. Legislative and relevant Australian Standard requirements, including registration, certification and/or licenses.
 - ii. 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, electricity or 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.
 - iii. The system of work associated with the plant use.
 - iv. Competencies, skill, and experience required by users/operators.
 - v. Licensing requirements.
 - vi. Whether the plant can be safely used by a person undertaking remote or isolated work.

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- vii. Any reasonably foreseeable abnormal condition, use or operation, unintended use or misuse.
- viii. Requirements for:
 - Installation.
 - Alteration.
 - Preventative maintenance and inspection.
 - Breakdown maintenance.
 - Decommissioning, disposal and storage.
- ix. The need for the development of safe working instructions, which should be in place before operation of the plant.
- x. The management of any potential emergency situations associated with the plant and its use.
- xi. The type of conditions in which the plant is used, e.g. a restricted space, muddy or dusty environment.
- xii. The condition of plant, e.g. is it old and missing safety features found on new plant? Is it reliable or often needing emergency maintenance?
- xiii. Where and when access is required during the installation, operation or maintenance of plant and in an emergency.
- xiv. The work practices and procedures that exist in relation to plant safety, e.g. isolation to carry out maintenance, emergency shut-down.
- xv. The training, information, instruction and supervision provided to workers and other persons who may be exposed to plant.
- xvi. 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 WHS.

4.2.8. Specialised expertise may be required to assist with the completion of the risk assessment process. These situations include where, for example:

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

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4.2.9. The findings shall be documented on the Plant Risk Assessment form.

4.2.10. The risk assessment should be:

- a. Signed by all parties who participated in the risk assessment process.
- b. Revised whenever there is evidence 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.

4.2.11. A Coordinator shall complete the purchase documentation in accordance with any procurement guidelines.

4.3. Risk control

4.3.1. Coordinators shall ensure all hazards identified during the risk assessment process are added to the hazard register.

4.3.2. The Hierarchy of Controls, shall be used in accordance with the *Hazard Management* procedure.

4.3.3. If the risk assessment has rated the risk of plant as Extreme and the control options:

- a. Are not available or do not reduce the risk below Extreme – **do not** purchase or hire plant.
- b. Reduce risk from Extreme to ALARP - 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. Coordinators shall discuss the completed risk assessment with members of the Executive who shall:

- a. Ensure that any relevant details are entered onto the Plant Register.
- b. Facilitate training the operator if required.

4.3.6. Coordinators shall ensure that any item of plant that requires registration is not used until the registration process has been completed.

4.4. Installation and commissioning

4.4.1. The Executive shall ensure a plan is in place prior to installing, erecting or commissioning plant.

4.4.2. Coordinators must ensure a competent person is in charge of installing, erecting or commissioning plant.

4.4.3. Records of the process are to be kept.

4.5. Hire of plant

4.5.1. If plant is hired or leased Coordinators shall ensure:

- a. The item of plant 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.

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- b. WHS 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; 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 are known.

4.6. Training

- 4.6.1. The Executive shall ensure plant is operated by workers that have been provided with information, training, instruction and/or supervision.
 - a. The instruction and training shall be commensurate with any risk to WHS 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 shall not be permitted to use our plant and equipment unless they can comply with 4.6.1. or, in exceptional circumstances, e.g. an emergency situation.

4.7. Plant use

- 4.7.1. Coordinators shall ensure that:
 - a. Adequate supervision is provided to all operators.
 - b. A safe working instruction (SWI) is available at, or as close to, the point of use.
 - c. The required pre-operational tests and/or inspections are undertaken prior to use and records are retained.
 - d. Measures are in place to prevent unauthorised interference, alteration or use.
 - e. Any emergency instructions shall be clearly displayed on or near the plant.
- 4.7.2. If a hazard has been identified during plant use:
 - a. The requirements of the *Hazard Management* procedure shall be followed in consultation with others, as appropriate.
 - b. Coordinators shall document the risk assessment process and implement and monitor the controls selected from the Hierarchy of Control. The Risk Assessment form shall be signed by all parties involved in the process.
 - c. Damaged or faulty plant shall be immediately withdrawn from use until it is repaired and safe to use.
 - d. Records kept of repairs/controls shall be retained.

4.8. Inspection, testing, maintenance, alteration and repair

- 4.8.1. Management shall develop and implement a maintenance schedule detailing the inspection, testing and or maintenance requirements for each item of plant, including any registration or certification requirements and safety features and/or warning devices.

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- 4.8.2. Inspections, maintenance and cleaning shall be conducted in accordance with procedures recommended by the designer or manufacturer, or developed by a competent person.
- 4.8.3. If access is required for the purpose of maintenance, cleaning or repair, the plant shall be stopped and one or more of the following shall be used to minimise any risk to WHS:
- i. Lockout or isolation devices;
 - ii. Danger tags;
 - iii. Permit to work systems;
 - iv. Other control measures; or
 - v. 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 shall be inspected and tested by a competent person having regard to any design specification prior to the plant being returned to service.
- 4.8.5. Only competent persons shall undertake inspection, testing, maintenance and repair activities.
- 4.8.6. Repairs shall be carried out so as to retain the plant within its design limits.
- 4.8.7. Records of repair, inspection, testing and maintenance activities shall be retained.

4.9. Decommissioning, dismantling, disposal and storage

- 4.9.1. Plant shall be dismantled and/or stored by competent and authorised persons and left in a state that does not create a hazard.
- 4.9.2. Plant shall remain on the Plant Register.

4.10. Salvage and disposal

- 4.10.1. The Executive shall ensure that those taking possession of plant that is to be disposed or salvaged are supplied with all WHS information in our possession, unless being sold for scrap or spare parts.
- 4.10.2. The Plant Register shall be updated to reflect change of ownership.

4.11. Monitoring and evaluation

- 4.11.1. Coordinators and workers shall familiarise themselves with control measures or corrective actions implemented for plant safety and ensure that any new hazards that may have been introduced by the selected control methods are identified by:
- a. Monitoring and evaluating controls for effectiveness.
 - b. Recommencing the risk assessment process if new hazards are identified.
 - c. Adding to and closing out hazard register items with set time frames.
- 4.11.2. The Executive should:
- a. Review plant incident statistics, audit results, legislative changes and other information relating to plant safety and direct action when required. Meeting minutes should record outcomes of discussions and actions undertaken.
 - b. Review plant risk assessments and other relevant documents at least every 5 years.
 - c. Include the plant procedure as part of the ongoing management review process and include the findings of internal audits into the procedure, as relevant.

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- d. Set, monitor and review objectives, targets and performance indicators for any electrical safety program, as relevant.

5. Training

- 5.1. The training needs analysis shall identify the training needs and core competencies required for plant.
- 5.2. Workers and contractors shall have the plant procedure explained to them during the induction process.
- 5.3. Persons undertaking plant risk assessments shall have training that includes legislative requirements.
- 5.4. Workers who are required use plant shall receive training and appropriate supervision.
- 5.5. A registered, and approved, training organisation shall deliver any legislatively mandated training.
- 5.6. Contractors shall be made aware of the plant procedure during the contractor tendering process.

6. Records

- 6.1. The following records shall be maintained:
 - 6.1.1. Risk assessments.
 - 6.1.2. SWIs.
 - 6.1.3. Risk management plans.
 - 6.1.4. Training records.
 - 6.1.5. Plant and equipment testing and maintenance records, including commissioning.
 - 6.1.6. Purchase and/or hire documentation, including operation manuals.

7. Responsibilities

- 7.1. The Executive are accountable for:
 - 7.1.1. Ensuring adequate resources are identified and provided to enact this procedure effectively.
 - 7.1.2. Providing workers with any necessary information, instruction, training and supervision to enable the application of this procedure.
- 7.2. Workers are responsible for:
 - 7.2.1. Attending training when required.
 - 7.2.2. Following reasonable and safe work instructions related to plant.
 - 7.2.3. Using any aids, personal protective equipment and safety equipment provided.
 - 7.2.4. Not using equipment that has been tagged out of service, or cause those tags to be removed or damaged.
 - 7.2.5. Assisting in assessing risk, implementing control measures and evaluating them for effectiveness, as required.
 - 7.2.6. Seeking assistance to manage plant hazards, when required.

8. Review

- 8.1. This procedure should be reviewed by management in consultation with workers every four (4) years, or earlier if one or more of the following necessitates change:

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- 8.1.1. Legislative compliance issues.
- 8.1.2. Audit findings relating to plant and equipment issues.
- 8.1.3. Incident and hazard reports related to plant and equipment issues, claims costs and trends.
- 8.1.4. Feedback from Coordinators, workers, contractors or other stakeholders.
- 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.

SIGNED:

President AAB

Date: ____/____/____

Worker Representative

Date: ____/____/____

9. References

- South Australian Work Health and Safety Act 2012
- South Australian Work Health and Safety Regulations 2012

10. Related documents

- Definitions List
- Hazard Management Procedure
- Contractor Management Procedure

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	1.0	15/10/2017	New Document