

16.5 PLANT OPERATION & MAINTENANCE

16.5.1 INTRODUCTION

There is a wide range of plant used throughout the Diocese. The Diocese recognises all plant risks must be, so far as reasonably practicable, assessed to ensure appropriate controls are implemented.

16.5.2 PURPOSE

To ensure all plant used within the Diocese is used safely by workers and maintained appropriately to prevent and minimise injury to workers and other persons. The Diocese will ensure, as far as reasonably practicable, that risks associated with plant are eliminated or managed.

The Diocese recognises that the use of plant provides vital services for maintaining Diocesan sites. The Diocese aims to provide plant for all workers to use where reasonably practicable. However, the Diocese recognises that a combination of Diocesan owned and worker owned plant is used throughout the Diocese. This Standard applies to any plant, including leased, hired or borrowed plant, used at any Diocesan site by a worker, regardless of ownership.

This procedure applies to all plant that is defined as *‘Machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those things’*

Relative to the Diocesan work activities this includes, but is not limited to:

• Vehicles	• Power tools
• Computers	• Lawn mowers
• Woodwork machinery	• Vacuum Cleaners
• Photocopiers	• Electrical mops/floor scrubbers
• Dishwashers	• Cookers
• Refrigerators	• Air conditioning
• Guillotines	• Shredders
• Organs	• Pianos
• Audio visual equipment	

The Diocese has identified the following tasks as using plant:

- Woodwork groups (parish program)
- Using power tools for maintaining parish property
- Using a lawn mower and general gardening tools for maintaining parish grounds
- Driving between sites within a Parish
- Administration.

Plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand, e.g. a screw driver, is not specifically included in this Standard. The Diocese will exercise a general duty of care for such plant.

This procedure provides risk management guidance on installation, operation, inspection, maintenance, repair, transport, storage and dismantling of plant.

The WHS Officer must be contacted immediately and prior to any:

- Commissioning of plant
- Making changes to or altering the design of plant
- Decommissioning, dismantling and disposing of plant

Should ANY of the following plant be planned to be used by a worker on a Diocesan site, the WHS Officer must be contacted immediately and prior to its use.

- Pressure equipment
- Powered mobile plant (i.e. forklift/cherry picker/EWP)
- Earth-moving machinery of any type
- Scaffolds
- Plant that lifts or suspends loads
- Crane
- Tractor

16.5.3 LEGISLATIVE REQUIREMENTS

- WHS Act 2011 (NSW)
- WHS Regulations 2011 (NSW)
- Code of Practice How to Manage Work Health and Safety Risks
- [DRAFT] Code of Practice Managing Risks of Plant in the Workplace

16.5.4 PROCEDURE

Stage 1 Plant to be used at a Diocesan site

Step 1 Identify any hazards associated with the plant.

KNOWN or common plant for the Diocese includes:

- Vehicles
- Computers
- Woodwork machinery
- Power tools
- Lawn mowers
- Kitchen Equipment
- Office equipment

Consideration should be given to how the plant is to be used. This may include installation, operation, inspection, maintenance, repair, transport, storage and dismantling.

Hazards relating to plant may include, but are not limited to:

- The **condition** of the plant: e.g. its age, its maintenance history, how frequently the plant is used, is it old and missing safety features found on new plant? Is it reliable or often needing emergency maintenance?
- The **suitability** of the plant: e.g. is it actually being used for its intended purpose?
- The **location** of the plant: e.g. what is its impact on the design and layout of the workplace and are workers able to access the plant without risk of slips, trips or falls to the worker?
- **Abnormal situations**: e.g. what abnormal situations, misuse or fluctuation in operating conditions can you foresee?

Step 2 A risk assessment shall be conducted on the identified hazard(s) associated with the plant using the Diocesan risk methodology.

LIKELIHOOD	CONSEQUENCE		
	Minor: First Aid injury or medical treatment	Moderate: Alternate work or lost time injury	Major: Fatality or permanent injury
Almost Certain (Will probably occur)	CHECK	STOP	STOP
Possible (May occur, has happened)	START	CHECK	STOP
Unlikely (could occur - known to happen)	START	START	CHECK

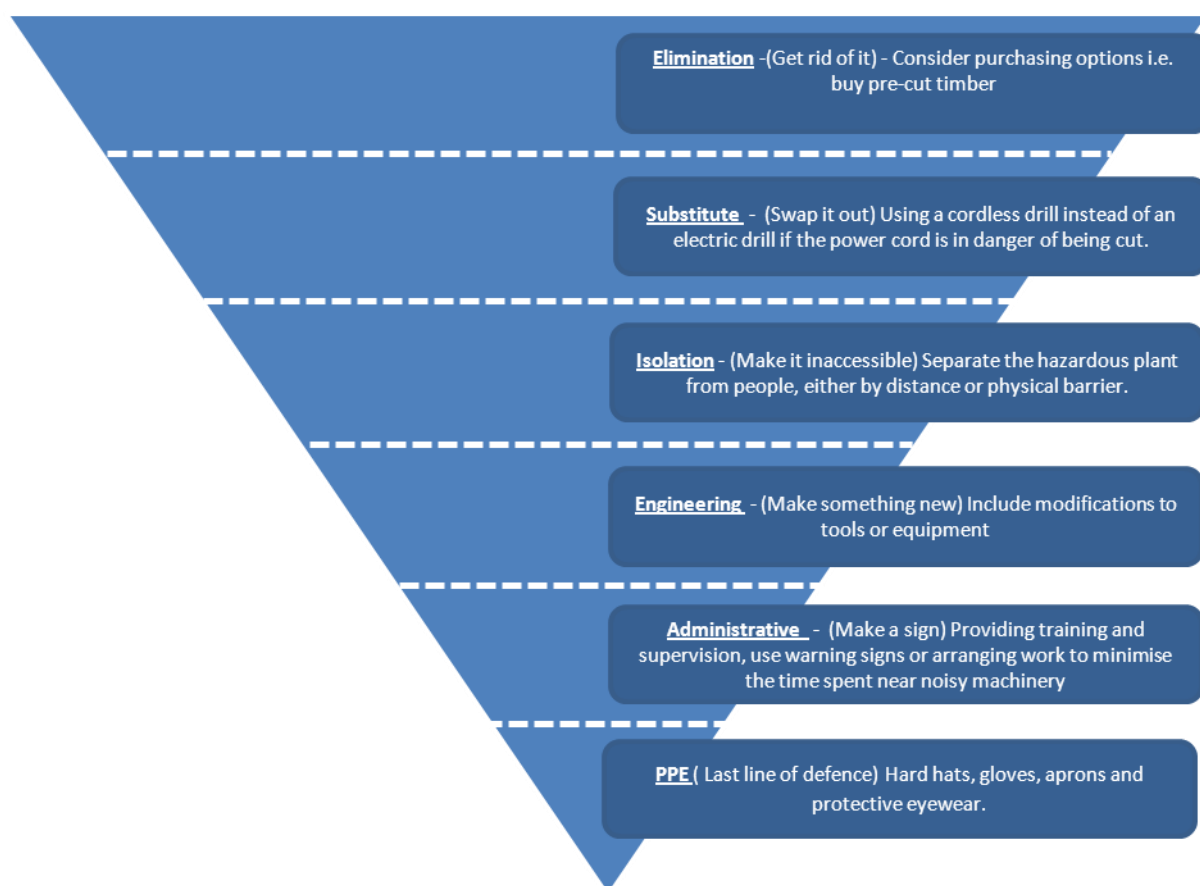
Other factors to consider as part of the risk assessment include:

- Environmental conditions the plant will be used in: e.g. muddy or dusty environment
- Traffic Management - Other people or items of plant in the vicinity of the plant and what effect this will have
- Emergency Planning - Where and when access will be required during the installation, operation or maintenance of plant and in an emergency?
- SWMS - What Safe Work Method Statements exist in relation to the plant safety
- Induction and Training - What information, instruction and training supervision is provided to workers and other persons who may be exposed to plant
- Does the plant's safety depend on the competency of its operator?

Step 3 Control the risks associated with the plant, using the hierarchy of control. Risk should be eliminated as a first option, if this is feasible, then use the hierarchy of controls

The below diagram shows examples of possible plant control options.

A combination of controls may be suitable.



Step 4 The Diocese has developed safe work method statement and task risk assessment for the above identified plant. Controls have been developed and implemented based on the hierarchy of controls

Each site/parish is responsible for ensuring safe work method statement and task risk assessment is specific to their particular site/parish's requirements. This shall be done in consultation with all workers who use the plant.

The WHS Officer will assist with this step as required.

Step 5 All workers who work with plant shall be provided with adequate information, instruction and training on the developed safe work method statement and task risk assessment. This will include information relating to:

- The use of guarding and other control measures
- How to safely access and operate the plant
- Who may use an item of plant
- How to carry out inspections, shut-down, cleaning, repair and maintenance
- Testing and tagging requirements of any plant in use in an environment which is likely to result in damage to the plant or a reduction in its lifespan (i.e. woodwork areas)
- Emergency procedures

Step 6 Confirm workers, in particular volunteers', ability to perform tasks.

The Parish Priest/ Incumbent or Parish Council Safety Delegate shall discuss with the worker, prior to undertaking any work, that he or she:

- Is physically fit for the task they are being asked to perform
- Is certain that the worker has an appropriate trade background and qualifications (if required) for the work they are performing
- Has the appropriate tools or safety equipment for the task they are to perform. (It is the Diocese's duty to ensure they are provided with the correct equipment needed)
- Is not working alone.

If there is any doubt about their ability to complete a task safely **do not let them proceed.**

Step 7 Each parish shall retain records of any information, instruction, induction and training provided to workers.

Stage 2 Plant Inspection

Step 8 Regular plant inspections will be conducted by Parish Council Safety Delegate or WHS Officer to identify any:

- Potential problems
- Deficiencies associated with use of plant, for example wear and tear, corrosion and damaged plant parts
- Adverse effects of changes in processes or materials associated with plant
- Inadequacies in control measures that have been previously implemented.
- To prescribe controls and PPE or expectations that may be in addition to manufacturers recommendation.

Step 9 A preventative maintenance register and inspection checklist will be provided by the Diocese to be maintained at each parish. It will include information on:

- Allocated responsibilities for persons dealing with inspections
- Any standards against which plant should be inspected (such as manufacturer instructions)
- The frequency of inspections
- Critical safety instructions to be followed during inspection as per manufacturer instructions
- The procedures for particular types of inspections, including:
 - periodic inspections
 - specific tests
 - repaired or modified plant

- Documents provided by competent and insured person conducting inspections/carrying out work
- Any variations from normal operation or dangerous occurrences and any trends that may be occurring.

Stage 3 Plant maintenance, repair and cleaning

Step 10 Plant will be maintained and repaired according to the manufacturer's specifications or, in the absence of such specifications, in accordance with a competent person's (as per definition) recommendations. For example, ensure fluid levels and pressures are correct and ensure brakes are functioning properly.

Plant will be isolated before maintenance or cleaning commences.