

# Plant and Equipment Safe Usage Policy

**Controlled Document – refer to Intranet for latest version**

Category: Health and Safety

Date Created: November 2015

Responsibility: Health and Safety Manager

Date Last Reviewed: September 2017

Approval: Chief Executive

Version: 17.1

## Purpose

This policy provides the health and safety requirements when purchasing, installing, maintaining and using plant & equipment as defined under “Definitions”.

## Scope

This policy applies to all employees, contractors and students of UCOL involved in purchasing, installing or using plant & equipment.

## Responsibility

UCOL managers are responsible for the implementation of this policy and associated Plant & Equipment Safe Usage Procedures.

All employees, contractors and students are responsible for their own safety and ensuring that their actions or omissions do not put others at risk whilst using UCOL plant & equipment.

## Policy Statements

### General Statements

UCOL managers must take all practicable steps to stop anyone under the age of 15 years old working or helping with work with plant & equipment. All young people must be supervised at all times when in workshop areas.

### Risk Identification

- Departments responsible for the purchase of plant & equipment must:
- undertake a risk assessment of the new plant & equipment taking into consideration its intended location and the location’s environmental factors; and
- ensure all necessary modifications to the location’s physical layout and environment are scheduled to be completed prior to the delivery of the plant & equipment.

### Purchase and Installation

1. Plant & equipment purchases, installations and maintenance are governed by regulations which specify that all reasonable health and safety issues associated with the plant & equipment are taken into consideration prior to planning for the introduction of new or modified plant & equipment or systems of work.

2. Installation of Plant & equipment must be in line with manufacturers instruction and be undertaken by appropriately qualified persons who are normally contractors to UCOL. The installer must take all practicable steps to install or arrange the plant & equipment so it is safe for its intended use.
3. Standard Operating Procedures must be written and provided in a wear proof format in close proximity to the plant & equipment prior to the plant & equipment being released for operational use.

### **Existing Plant & Equipment**

Where plant & equipment is currently in place, a risk assessment is to be completed where it has not already been done, and any additional hazard controls put in place. Hazard controls will be reviewed on a 6 monthly basis and after any incident by the responsible department to ensure they remain effective, with assistance from the Health and Safety Manager as required.

### **Maintenance**

UCOL must have an inspection and maintenance programme in place for all Plant & equipment that adheres to the manufacturer's instructions. This programme must ensure a competent or registered person regularly inspects, tests and maintains the machine's guards and safety control systems to ensure the safety systems reliability and integrity. This includes an electrical testing and tagging programme. The programme should be reviewed regularly to ensure their effectiveness.

Managers must develop, implement and maintain an accurate record of maintenance undertaken and repairs made.

### **Training**

Managers will ensure all employees expected to use plant & equipment have been trained to the most appropriate level before they are to be permitted to use that plant & equipment. Training for students is provided as part of their programme and therefore access to plant & equipment will be subject to programme requirements.

### **Operating**

1. When using plant & equipment, an employee, contractor or student is responsible for their own health and safety and ensuring they do not harm others through their actions or inactions. They must follow all safe operating procedures in place, use all guarding, wear required personal protective equipment and clothing and ensure they are in a fit state to operate the plant & equipment.
2. Operation of plant & equipment is restricted to persons who are:  
Either:
  - a) Qualified in the safe use of the plant & equipment, or
  - b) Are under the direct supervision of someone who is qualified in the safe use of the plant & equipment, andAnd: they have been trained on:
  - a) The actual and potential hazards of the plant & equipment; and
  - b) Safe usage of the machine; and
  - c) All the precautions to be taken.
3. Plant & equipment must not be operated when the operator is alone in the workshop location unless they have advised their supervising manager (or delegate) of their intention and have

approval to do so. This applies only during normal working hours, i.e. 7:30am – 6.00pm Monday to Friday.

4. Plant & equipment must not be used for any other purpose than what it is designed to be used for.
5. Plant & equipment must not be used for the production of private work without the express permission of an Executive Manager of UCOL.
6. No unauthorised persons are to be permitted in the vicinity of operating plant & equipment unless they are under the supervision of a qualified operator and they are located in the safe areas as portrayed by floor markings.

### **Decommissioning Plant & Equipment**

Decommissioning and dismantling of plant & equipment must be undertaken in accordance with the manufacturer's instructions and completed by a competent person.

Ensure removal of electrical plugs (disabling) the plant/equipment to prevent it being used.

### **Definitions**

**Hazard** – Means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. It may also include a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person, which may have been influenced by physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary conditions that affects a person's behaviour.

**Plant & Equipment** – is a collective term for machines and their parts. A machine is considered to be any apparatus that has interrelated parts and is used to perform work. Machines may include an engine, motor, or other appliance that provides mechanical energy derived from compressed air, the combustion of fuel, electricity, gas, gaseous products, steam, water, wind, or any other source and includes:

- a) Any plant by or to which the motion of any plant & equipment is transmitted;
- b) A lifting machine, a lifting vehicle, a machine whose motor power is wholly or partly generated by the human body, and a tractor.

**Risk** – means a combination of probability and the degree of possible injury or damage to health in a hazardous situation.

**Qualified** – means having proved competency through a formal assessment process.

**Registration** – means hold the qualification and registration under the Electricity Act 1992, and Amendment Act 2006.

### **Relevant Legislation and Guidelines**

- Health and Safety at Work Act 2015
- Worksafe Best Practice Guidelines – Safe Use of Plant & equipment
- WorkSafe Safe Use of Plant & equipment Toolkit
- Electrical Act 1992
- Electrical Amendment Act 2006

### **Related Documentation**

- [Plant & Equipment Safe Usage Procedure](#)