SECTION 1 - INTRODUCTION

PURPOSE

SCOPE

DEFINITIONS

LEGISLATIVE CONTEXT

RESPONSIBILITIES

SECTION 2 - PROCEDURE

PROCEDURE

Related Material

SUPPORTING DOCUMENTATION

SECTION 3 - GOVERNANCE

RESPONSIBILITY

VERSION CONTROL AND CHANGE HISTORY
SECTION 1 - INTRODUCTION

PURPOSE

The health and safety risks associated with using plant are well known. When injuries are sustained as a result of unsafe use of plant they tend to be severe. Some examples of serious injuries caused through inadequate safety systems for plant include:

- having limbs amputated or scalping injuries by unguarded moving parts of plant
- being crushed by mobile plant
- fractures from falls while accessing, operating or maintaining plant
- electrocution and burns from plant that is not adequately protected or isolated
- Burns or scalds due to contact with hot surfaces, or exposure to flames or hot fluids.

This procedure provides guidance to all staff when managing the health and safety risks associated with plant and equipment. This procedure also includes any contractor engaged to conduct maintenance, repair, installation or servicing and cleaning of plant and equipment.

SCOPE

The OH&S Plant Regulations 2007 outlines the responsibilities of designers of plant, manufacturers of plant, and suppliers of plant as well as agents who sell plant. This OH&S procedure relates to Section 5 of the Regulations which outlines the responsibilities of employers for the safe operation of plant under the management or control of the employer.

This procedure applies to any activity within Swinburne that involves the use of plant and equipment. This procedure excludes Sarawak campus.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Hazard</td>
<td>Condition or situation which has the potential to cause injury or illness (physical or psychological) or damage to property and the environment.</td>
</tr>
<tr>
<td>Head of Management Unit</td>
<td>A person with manager / supervisory responsibility that is recognized within the approved organisational structure of the divisions within Swinburne University of Technology, and includes those with delegated responsibility for staff and resources.</td>
</tr>
<tr>
<td>Health and Safety Representative (HSR)</td>
<td>A member of a designated work group who has been elected and holds office in accordance with the provisions of the Occupational Health and Safety Act 2004.</td>
</tr>
<tr>
<td>Hierarchy of Control</td>
<td>The Hierarchy of Control is the preferred priority for risk control, emphasising hazard elimination and, where this is not possible, risk minimisation and other considerations:</td>
</tr>
<tr>
<td></td>
<td>• elimination of hazard</td>
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<td></td>
<td>• substitution of hazardous processes or materials with safer ones</td>
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<tr>
<td>Incident</td>
<td>An event or sequence of events resulting in the loss of control over a hazard. An incident may occur in the form of:</td>
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</tbody>
</table>
|          | - an injury  
|          | - a near miss  
|          | - property or equipment damage  
|          | - act of violence |
| Injury   | Work related injury / illness, categorised as ‘No treatment’, ‘First aid’ and ‘Medical injury’. And includes psychological injury. |
| Job Safety Analysis (JSA) | A process of systematically evaluating certain jobs, tasks, processes or procedures and eliminating or reducing the risks or hazards to as low as reasonably practical in order to protect workers from injury or illness |
| Manager | For the purposes of this procedure ‘manager’ is any person who supervises or controls the work / study of either staff and / or students. Manager includes: |
|          | - Managers  
|          | - Supervisors  
|          | - Team Leaders  
|          | - Academics / Researchers  
|          | - Teachers  
<p>|          | - Laboratory / Workshop Managers |
| Near Miss | An incident / event which had the potential to cause injury or damage to equipment, machinery, property, facilities. |
| OH&amp;S risk register | A register of identified activities, operations and tasks with perceived risk to persons, property or operations, that may involve, but is not limited to biohazards, chemicals, contractor works, manual handling, plant &amp; equipment, processes, university events, violence etc. |
| Plant | Plant used within the University environment includes but is not limited to fork-lift trucks, generators, autoclaves, lathes, compressors, pedestal grinders, presses, cranes, band saws, bench drills, sorting machines, mixers, vibratory sorters, elevated work platforms, gantry cranes, electric motors, hoists, conveyors, ride on sweepers, boilers, pressure vessels, fall arrest systems, pressure piping and as defined in the OH&amp;S Regulations 2007 – Part 3.5 Plant. |</p>
<table>
<thead>
<tr>
<th><strong>Plant Risk Assessments</strong></th>
<th>Risk assessment format specific to plant for identifying hazards, as defined in the OH&amp;S Regulations 2007 – Part 3.5 Plant, associated risk and implementation of suitable controls.</th>
</tr>
</thead>
</table>
| **Reasonably practicable** | Means having regard to:  
  - the severity of the hazard or risk in question;  
  - the state of knowledge about that hazard or risk and any ways of removing or mitigating it;  
  - the availability and suitability of ways to remove or mitigate that hazard or risk; and  
  - The cost of removing or mitigating that hazard or risk. |
| **Risk** | How severely can someone be harmed by the hazard, and how likely it is that a person will be harmed by the hazard. |
| **Risk assessment** | A general OH&S industry term to cover a number of risk assessment formats for identifying hazards, associated risk and implementation of suitable controls:  
  - Standard Risk Assessment  
  - Job Safety Analysis (JSA)  
  - Plant Risk Assessments  
  - Manual Handling Risk Assessment  
  - Chemical Risk Assessment |
| **Safe Operating Procedure (SOP) (A4 version) (A3 version)** | A form of administrative control (training & instruction) that may come out of any of the risk assessment formats above |
| **Safe Operating Procedure Student Staff Record** | An individual record for recording of training in specific SOPs activities, task or operations for students and staff |

**LEGISLATIVE CONTEXT**

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
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**RESPONSIBILITIES**

<table>
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<tr>
<th>Responsibilities</th>
<th>Heads of Management units shall:</th>
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• Implement this procedure in all their places of work where plant is operated.
• Ensure hazards are identified and recorded in the business unit OH&S Risk Register, prioritising according to risk level for undertaking of plant risk assessments
• Ensure, as far as is reasonably practicable, that adequate financial provision is made available to maintain and repair plant.
• Ensure that the relevant personnel receive the appropriate training and hold the necessary licences to safely operate plant and supervise staff and students.
• Ensure the business unit OH&S Risk Register, is reviewed quarterly, actions recorded are completed and the register updated.
• Ensure only plant risk assessment formats identified in this procedure are used
• Support managers in the execution of their OH&S responsibilities

Managers shall:
• Ensure that local procedures are developed in response to this procedure and that these are followed by staff and students
• Ensure via information, training, instruction and supervision all staff and students are aware of their responsibilities under this procedure.
• Ensure hazards are identified and recorded in the business unit OH&S Risk Register, prioritised according to risk level for undertaking of plant risk assessments
• Ensure only plant risk assessment formats identified in this procedure are used
• Ensure plant risk assessment are undertaken for hazards identified and suitable controls implemented.
• Ensure the business unit OH&S Risk Register, is maintained and actions recorded are completed
• Ensure SOPs are developed by suitably qualified persons where required for plant operation.
• Ensure Safe Operating Procedure Student/Staff Record is maintained
• Consult with health & safety representatives in the identification of hazards and undertaking of risk assessments.
• Ensure risk controls are reviewed and where necessary revised whenever changes occur, on report of an injury or on request by a HSR.
• Ensure that plant which requires registration is registered with WorkSafe Victoria

Staff & Students shall:
• Take reasonable care for their own health & safety, and for the health & safety of anyone else who may be affected by their acts or omissions in the work / study environment.
• Follow local arrangements / guidelines developed under this procedure and any other additional requirements set out by their department or manager.
• Report any hazards, incidents / near misses or injury / illness through the operation of plant as soon as they become aware of these.
• Complete the required training in use of plant and equipment; and
- Not take any shortcuts that could increase the risks associated with the use of plant and equipment as part of their work/study activities.

The OH&S Consultant shall:

- Assist Heads of Management Units and Managers to ensure the safe management and operation of plant in Swinburne places of work.
- Provide information and guidance to Heads of Management Units, Managers / Supervisors, Health & Safety Representatives and OH&S committees on hazard identification, risk assessment and control specific to plant.
- Monitor and review conformance with the requirements of this procedure.
- Regularly evaluate the effectiveness of this procedure and review as required in line with operational and legislative requirements.

Health & Safety Representatives:

Have a key role to play in dealing with OH&S issues. They can assist greatly in the identification of plant hazards through the following:

- Consult as part of the OH&S plant risk assessment team. Facilitating consultation with staff in relation to plant hazards and potential controls of plant hazards in their workplace.

### SECTION 2 - PROCEDURE

**PROCEDURE**

<table>
<thead>
<tr>
<th>Procedure steps</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identification of plant for OH&amp;S risk register</td>
<td>Manager</td>
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<tr>
<td>1.1 Using the definition listed below as a guide, managers must determine plant in their work areas and enter these items together with relevant details into their business unit OH&amp;S Risk Register. The OH&amp;S Regulations 2007 provides the following broad term covering machinery or equipment that:</td>
<td></td>
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<td>- cuts, drills, punches or grinds material</td>
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<td>- presses, forms, hammers, joins or moulds material</td>
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<tr>
<td>- combines, mixes, sorts, packages or assembles of knits material</td>
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<td>- lifts or moves materials and people.</td>
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<tr>
<td>Common types of plant include but is not limited to:</td>
<td></td>
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<td>- air receivers</td>
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<td>- amusement structures</td>
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<td>- auto-claves</td>
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<tr>
<td>- cranes</td>
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<tr>
<td>- band saw</td>
<td></td>
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<tr>
<td>- bench grinders</td>
<td></td>
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<tr>
<td>- boilers</td>
<td></td>
</tr>
<tr>
<td>- explosive-powered tools</td>
<td></td>
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<tr>
<td>- earthmoving machinery</td>
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</tr>
</tbody>
</table>
- electro/hydraulic lifting equipment
- elevators
- fall arrest systems
- gas cylinders
- guillotines
- lathes
- lasers
- lifts
- milling machines
- mobile plant (e.g. Forklifts, Mini-Loaders, Tractors, etc.)
- pedestal drills
- powered conveyors
- pressurised equipment
- rip & panel saws
- scaffolds
- scissor lifts
- sheet & pipe benders
- skid steer loaders (Bob cats, dingos etc.)
- temporary access equipment
- and;

Certain kinds of plant such as forklifts, scaffolding, cranes, turbines and some pressure equipment require a licence from WorkSafe to operate. Refer to Section 2 for more information on required registration of plant.

**Equipment not defined as plant**

Equipment not defined as plant under the OH&S Regulations 2007 – Part 3.5 Plant, does not require plant risk assessments to be carried out. However in meeting the requirement of the Victorian OH&S Act 2004 in ensuring a work environment that is safe and without risk to health, Swinburne University of Technology is still required to identify hazards, associated risk and implement suitable controls for use of such equipment. This may be undertaken through and or incorporated in other forms of risk assessment such as a Job Safety Analysis or Safe Operating Procedures.

Equipment not covered under the OH&S Regulations 2007 – Part 3.5 Plant, examples but not limited to:

- equipment which relies exclusively on manual power for its operation (e.g. foot operated hydraulic pallet trolley, ladders, hand trolleys, hand tools – hand saw, hammer)
- equipment which is designed to be primarily supported by hand (e.g. hand held electric drill, electric circular saw, electric plainer, pneumatic jack hammer
- ships, boats or aircraft
1.2 Heads of Management Units need to identify all plant managed and operated within their departments and maintain records for these. A **Plant Inventory / Licence & Competency Register & OH&S Risk Register** is to be created and maintained in their Faculty / School / Department.

### Registration or notification of plant to WorkSafe

2.1 Some plant also requires registration with the Victorian WorkCover Authority. Using the criteria listed below, managers need to establish whether the plant requires registration or whether notification has been registered with the Victorian Work Cover Authority (VWA).

*Schedule Two Part 2 – lists items of plant requiring registration* in the Occupational Health and Safety Regulations 2007 as:

- boilers categorised as hazard level A, B or C according to the criteria identified in AS 4343 Pressure Equipment – Hazard levels.
- pressure vessels categorised as hazard level A, B or C according to the criteria identified in AS 4343 Pressure equipment hazard levels, other than:
  - gas cylinders to which AS 2030 – Gas Cylinders applies; and
  - liquefied petroleum gas fuel vessels for automotive use to which AS/NZS 3509 – LP Gas fuel vessels for automotive use applies; and
  - serially produced vessels to which AS 2971 – Serially produced pressure vessels applies.
- tower cranes
- self-erecting tower cranes
- lifts
- building maintenance units
- amusement structures to which AS 3533.1 – Amusement rides and devices - Part 1: Design and construction applies, other than amusement structures referred to in the standard as class 1 structures
- concrete placing units (truck-mounted with boom)
- mobile cranes with a safe working load greater than 10 tonnes

2.2 Copies of registration certificates are to be kept at the departmental level with the original registration certificate forwarded to Facilities Services - Operations. The certificate number of registered plant together with certificate expiration date is to be entered into the **Plant inventory and Maintenance Register**. The cost of registration of plant is the responsibility of the management unit that has purchased, manages or has control over that plant.

2.3 If plant is required to be registered the manager must maintain records of inspections and maintenance carried out on the plant for the period the

**Manager**
department has management or control of the plant.

### 3. High risk work – requirement to be licensed

3.1 Managers need to ensure that where required, operators of certain plant have the required and current licence. The categories of licence appear in the OH&S Regulations 2007 in Schedule 3:

- Part 1 – Licence classes for scaffolding and rigging
- Part 2 – Licence classes for crane, hoist and forklift truck operation
- Part 3 – Licence classes for pressure equipment operation

Licenses for high risk work are required to be renewed every five years. Schedule 4 lists those activities involving pressure equipment for which licence is not required.

3.2 Managers should refer to [licence types and fees](#) for a list of licences and registration administered by WorkSafe. Managers must not allow any person to do any high risk work unless the person holds an appropriate high risk work licence in relation to that work. There are exceptions to this in section 3.6.3 of the Regulations:

- where the person is undertaking training for the purpose of holding a licence
- where a person’s application is being processed by the Authority
- where the Authority has granted an exemption at the employer’s request.

Any manager wishing to have a person perform high risk work who does not have a current certificate or licence should contact the OH&S Consultant. Copies of all licences are to be forwarded to the OH&S Consultant.

### 4. Managing risks associated with plant – general requirements

4.1 Managers must identify the hazards associated with the operation of plant in their workplaces and eliminate any risk involved through the undertaking of [plant risk assessments](#). If it is not reasonably practicable to eliminate a risk identified, controls must be put in place to reduce the risk, as far as reasonably practicable by:

- substituting the plant with plant that has a lower level of risk
- using engineering controls, or
- isolating the plant from people

If a health and safety risk still remains, the risk may be further reduced by using administrative controls or personal protective equipment.

All risk assessments should be undertaken in consultation with the relevant health & safety representative and in their absence, in consultation with employees using the plant.

4.2 All actions identified to control the risks associated with the operation of plant are to be listed in the [plant risk assessment](#) document. Each action is to be assigned to a person responsible for implementing the action together with a date the action is due to be implemented.

Departments are expected to develop their own internal processes for the signing off / authorisation of all risk assessments undertaken and...
4.3 Managers may undertake a generic plant risk assessment where plant is sufficiently similar in design and use, such that the generic risk assessment covers all hazards and risks of all the plant.

E.g. A department with a number of pedestal grinders creates one generic risk assessment document. The department then needs to make sure that no hazards have been missed, for example that all the grinders have shields as stated on the risk assessment, and that the controls on all of the grinders are labelled.

4.4 Copies of plant risk assessments must be made available to staff who operate plant or who supervise staff and students who operate the plant.

4.5 The regulations specifically state that risk controls should not rely solely on administrative controls and the provision of PPE.

Prioritisation of the implementation of controls for plant should take into consideration the nature and risk level of the hazard, as well as the practicability of the proposed controls. Where practicable control options which are immediately available, must be implemented straight away, and not be deferred until higher risk activities have been controlled.

4.6 Managers should review all plant risk assessments:
- before plant is being used for the first time
- before and after any alteration is made to the plant
- if new information becomes available regarding the hazardous nature of the plant
- following any incident that involves plant
- at the request of a health & safety representative
- at a minimum of every three (3) years (determination of the review period should be made based on the level of risk and level of complication and competency required in operation the plant or sooner where specified by legislation and or the manufacture
- prior to the removal, relocation of plant and re-commissioning

5. Types of Controls for Plant

5.1 When guarding is considered as a control it should prevent access to any danger points of the plant, and should be in order of preference:
- Fixed guarding, or if this is not practicable;
- Interlocked guarding, or if this is not practicable;
- Guarding that can only be removed with the use of tools.

If this is not possible, a presence sensing system must be used in the
area to ensure that the plant cannot pose a risk to any persons operating in the area. Any guarding introduced to manage plant risk must conform to the relevant Australian Standards on guarding.

5.2 Managers should ensure all **operator controls** are:
- easily accessible for operation, and clearly labelled to identify their function,
- be prevented from unintentional activation, and
- be able to be locked in the “off” position.

If there are multiple controls for the plant, stop and emergency controls are to be of the stop and lock-off type so that the plant cannot be restarted if a stop control is used until each stop control is reset.

5.3 If **emergency stops** are part of the design of the plant, or are fitted to the plant, managers should ensure that the emergency stop:
- is positioned on the plant so it is easily accessible to each operator of the plant, and
- is labelled as an emergency stop, and
- is coloured red, and
- will not be adversely affected by electrical or electronic circuit malfunction.

5.4 Managers are to ensure all **emergency warning devices** are positioned on plant in prominent locations. This could include the fixing of lanyards or emergency stop buttons in those locations where operators are likely to come into contact with hazardous areas of the plant.

6. **Purchase, use, installation, maintenance, repair or removal of plant**

6.1 Managers shall ensure all aspects of plant from purchase, installation, erection, commissioning, decommissioning and dismantling processes include inspections that will ensure that the risks associated with these activities is monitored.

Managers must arrange for a **plant risk assessments** to be undertaken on the proposed use of the plant **prior to purchase** and the assessment forms part of the decision making process regarding purchase.

6.2 Managers shall ensure when any plant is purchased or commissioned that:
- the necessary information is sought from the supplier or manufacturer on the hazards, risks and safe operation of the plant.
- the operation of the plant is safe and without risk to health before coming into operation through the undertaking of a plant risk assessment.

6.3 Managers shall ensure that for the installation or relocation (including erection) of the plant there is:
- sufficient clear working area around the plant so that the plant may be operated safely.
- the layout of the plant in the workplace does not impact negatively on egress and access to the workplace.
- systems are in place to prevent alteration or interference to the plant that has not been permitted by the manager.

### 6.4

Managers shall also ensure that the risks associated with the decommissioning and dismantling of the plant are controlled through the risk assessment process. Managers shall ensure that:

- plant is not decommissioned unless safe.
- all plant not in use is left in such a state it does not pose a health or safety risk to any person. This may require the development of shutdown or lockout procedures.
- plant that may contain stored energy (e.g. hydraulic pressure, stored power in capacitors) is either released or isolated with suitable signage indicating such stored power.
- all decommissioned plant remains locked out, or otherwise made safe if not disposed of immediately; that decommissioned plant is labelled as decommissioned, and the label attached lists reasons (if any) as to why operation of the plant is unsafe.

### 6.5

Where plant is sold or disposed of, managers shall ensure copies of appropriate records are provided to the purchaser / recipient, and records detailing the sale or disposal are retained as per Swinburne’s. Plant that is sold must be accompanied with a suitable plant risk assessment and plant being disposed of must be accompanied by documentation identifying the plant is for disposal only.

### 7. Control of risks in relation to specific plant

#### 7.1

When controlling the risks of the operation of powered mobile plant managers must ensure that the risk of:

- powered mobile plant overturning
- objects falling on the operator or
- the operator being ejected from the mobile plant
- powered mobile plant colliding with pedestrians and or structures

Is eliminated so far as is reasonably practicable, or reduced so far as is reasonably practicable. Managers must also ensure that an appropriate combination of operator devices are provided, maintained and used by operators to reduce risk. If there is a risk of powered mobile plant colliding with pedestrians or other powered mobile plant, the manager must ensure that the plant has warning devices that will warn people in the vicinity, and that pedestrian traffic plans to separate pedestrians from mobile plant are developed and in place.

#### 7.2

Roll-over protection for tractors is a general requirement in the Plant Regulations 2007; however there are certain exemptions from this requirement for example situations where it is not practicable to fit roll-over protection. If a tractor is to be used for any Swinburne activity (including outsourced) managers should ensure the requirements of the Regulations are met. Managers can refer to the [OH&S Regulations](#) or
7.3 If an industrial lift truck is to be used for any Swinburne activity managers are to ensure the lift truck is:
- equipped with lifting attachments that are appropriate to the load
- able to be used in a manner that ensures the safety of the operator
- suitably equipped with a seat with the appropriate seat restraints
- is fitted with the appropriate warning devices to effectively warn people who may be at risk from its operation.
- [Forklift Daily Checklist](#) are carried out prior to use

| Manager |

7.4 Managers are to ensure that all electrical hazards associated with the normal operation or maintenance, cleaning or repair of an item of plant shall be controlled as far as is practicable; including trip switches fitted to all power supply circuits and use of portable RCD devices for 240 volt operated mobile equipment (e.g. floor polisher, movable electric conveyor). Additionally this may include encasing electrical leads in conduits.

| Manager |

7.5 If any plant is used to lift or suspend people, equipment or materials, managers must ensure that the plant is specifically designed to lift or suspend those loads and meets relevant legislative requirements and Australian Standards.

If people are lifted or suspended in a work box managers are to ensure that:
- a [Job Safety Analysis](#) (JSA) is completed on site to ensure all potential hazards are identified, controls implemented and persons undertaking the task are instructed in the JSA and sign off on it
- the personnel in the work box substantially remain within the confines of the work box while they are being lifted or suspended
- if there is a risk of a person falling that personnel wear the appropriate safety harness
- in the event of a failure of the plant that personnel are able to safely egress from the plant.
- all precautions are taken (including completing a Risk Assessment) to ensure that any on-site and/or environmental factors do not pose a risk
- traffic management signage is in place

| Manager |

7.5 All lifts within the university fall under the control and management of FSG who is required to ensure:
- all lifts have the required signage advising of safe work load specifications.
- that persons working at height in a lift well have adequate protection for working at heights.

| Facilities Services Group |
- that persons are protected from falling into or otherwise accessing open lift wells.
- that measures are taken to minimise and control the risk of falling objects striking a person working in a lift well,
- control any risks that might arise from the movement of the lift car.

| 7.6 | The Regulations require that scaffolds are only to be erected by persons with the relevant training and competency up to 4 meters and a certificate of competency for the relevant class, for scaffolding above 4 meters. Managers shall ensure:
- no work, other than the work of erecting or dismantling the scaffold, is performed from a scaffold unless the scaffold, or the relevant part of the scaffold, is complete; and
- the scaffold is secure and capable of supporting the work to be performed on the scaffold; and
- on becoming aware that the scaffold or its supporting structure is in an unsafe condition, appropriate repairs, alterations or additions are carried out before the relevant part of the scaffold is used; and
- if a scaffold is left unattended, people who would not ordinarily be using the scaffold are prevented, so far as is reasonably practicable from gaining access to the scaffold.
- regular inspection of the scaffolding is carried out by suitably qualified persons at intervals of not less than 30 days or after an occurrence that could have affected the stability or adequacy of the scaffold, such as severe storm conditions or an earthquake
- scaff tags are fitted

Where scaffolding is taught as part of a curriculum please refer to section 11.3 on certification of plant users and operators for registered training providers.

| 8.0 | Development of Safe Operating Procedures |
| 8.1 | Managers are to ensure that safe operating procedures (SOP) are created for all plant where operators are required to follow specific instruction to ensure the safe operation of the plant. Such instructions are to be provided to staff and students prior to operating plant for the first time. Managers are to ensure records are maintained for all persons trained in safe operating procedures using the Swinburne Safe Operating Procedure Student/Staff Record

| 9.0 | Housekeeping and restricted areas |
| 9.1 | Plant rooms are not to be used as storage areas under any circumstances and are to have supporting signage on display advising that the room is a restricted area.

| 9.2 | Rooms that have plant and equipment and which necessitate restricted access shall have the appropriate supporting signage on display, advising that the room is a restricted area and only authorised persons are allowed

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10. Records of inspections and maintenance

10.1 Where any plant is operated within the university managers shall:
- determine what type of maintenance the plant requires in accordance with relevant legislation, as prescribed by the manufacturer and where deemed by approved Swinburne staff.
- ensure a maintenance system is established that covers all items of plant.
- that the department maintain records of all plant maintenance through the Plant inventory and maintenance register and any associated registration and or compliance certificates.
- that maintenance is carried out by certified contractors who supply accredited certificates if required.

Manager

11. Information Instruction and Training and supervision

11.1 Managers shall ensure all personnel who operate plant are provided with the necessary information, instruction and training in relation to the safe operation of plant. Such training shall include:
- all plant in use in the workplace that the person may be involved in or exposed to,
- the nature of the hazards associated with the plant and its system of work,
- the process used for hazard identification, plant risk assessment and control,
- the need for control measures, and how they can be properly maintained,
- the SOPs associated with the use of the plant, and
- the selection, use and maintenance of any PPE that is required as part of the risk control activity for the plant.

Manager

11.2 Where personnel have undertaken training, records are to be maintained at the local level and include the following information:
- date of the training session;
- outline of the training session; and
- names and signatures of persons attending the training.

Managers should ensure that content of training accurately reflects the management and operation of plant in their area/s, and that refresher training is undertaken at appropriate intervals.

Manager

11.3 For plant listed in Schedule 3 of the Regulations a person’s competency is to be verified and or assessed (as required) prior to operating plant for the first time.

The manager should ensure that as part of the person’s orientation or on-site induction the operator becomes conversant with the particular type of equipment to be used and local environmental conditions. An example would be fork-lift trucks which may have slightly different controls. As
such, a period of supervised familiarisation may be required before an operator would be considered competent to operate the forklift.

11.4 Where Swinburne University delivers training which involves the operation of plant and/or the aim of which is a qualification in the safe operation of plant, the manager shall be required to comply with all their obligations as prescribed in this procedure in respect of the person undertaking the training. Managers must ensure:

- that the trainee receives the direction, demonstrations and monitoring appropriate to the tasks assigned to the trainee and the competence of the trainee
- that should an emergency involving the trainee arise, actions to immediately rectify any dangerous situation can be taken
- that the trainee is always under the direct supervision unless the person who oversees the practical training of the trainee believes
  - that the circumstances of the task make such direct supervision impracticable or unnecessary
  - that the level of competence of the trainee is such that direct supervision is unnecessary
  - that the lesser degree of supervision will not place the trainee or any other person at risk
- the manager must ensure that the direct supervisor of a trainee is authorised by WorkSafe as well as Swinburne to oversee the trainee and is a person who holds a relevant high risk work licence (where relevant)

More information for registered training organisations wishing to deliver high risk training can be found at WorkSafe’s publication High Risk Work

11.5 If a person is an assessor employed by the university and is required to carry out competency assessments for the operation of certain types of plant they are required to be authorised as a certified assessor by the Victorian WorkCover Authority. Details of such authorisation should be verified prior to any person carrying out assessments and records should be kept in the staff member’s personnel file or if a consultant copy obtained as part of services agreement.

12. Suspension and cancellation of certificates of competency

12.1 Certificates of competency may be cancelled or suspended by the Victorian WorkCover Authority (VWA). Managers shall ensure that personnel that require competency certificates to operate items of plant as part of their duties regularly verify that such certification remains current.

If a certificate of currency has been suspended the person will not be allowed to operate the associated items of plant until such time as the suspension has been removed or a new certificate of competency has been obtained from the Victorian WorkCover Authority or relevant body.
## Related Material

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swinburne OH&amp;S Policy</td>
<td>OH&amp;S webpage</td>
<td>Policy</td>
</tr>
<tr>
<td>Manual Handling Procedure</td>
<td>OH&amp;S webpage</td>
<td>Procedure</td>
</tr>
<tr>
<td>Noise Procedure</td>
<td>OH&amp;S webpage</td>
<td>Procedure</td>
</tr>
<tr>
<td>Chemical Management Procedure</td>
<td>OH&amp;S webpage</td>
<td>Procedure</td>
</tr>
<tr>
<td>Risk Assessment Procedure</td>
<td>OH&amp;S webpage</td>
<td>Procedure</td>
</tr>
<tr>
<td>First Aid Procedure</td>
<td>OH&amp;S webpage</td>
<td>Procedure</td>
</tr>
<tr>
<td>Working Alone / In Isolation Procedure</td>
<td>OH&amp;S webpage</td>
<td>Procedure</td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE) Procedure</td>
<td>OH&amp;S webpage</td>
<td>Procedure</td>
</tr>
</tbody>
</table>

## SUPPORTING DOCUMENTATION

### Forms and Records Management

<table>
<thead>
<tr>
<th>Form</th>
<th>Retention Time</th>
<th>Retention Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>OH&amp;S risk register</td>
<td>5 Years</td>
<td>Local level</td>
</tr>
<tr>
<td>Plant Risk assessments Template</td>
<td>5 Years</td>
<td>Local level</td>
</tr>
<tr>
<td>Plant Inventory / Licence &amp; Competency Register</td>
<td>5 Years</td>
<td>Local level</td>
</tr>
<tr>
<td>Forklift Daily Checklist</td>
<td>5 Years</td>
<td>Local level</td>
</tr>
<tr>
<td>Safe Operating Procedure (SOP) (A4 version)</td>
<td>5 Years</td>
<td>Local level</td>
</tr>
<tr>
<td>Safe Operating Procedure Student / Staff Record</td>
<td>5 Years</td>
<td>Local level</td>
</tr>
</tbody>
</table>

SECTION 3 - GOVERNANCE

RESPONSIBILITY

| Policy Owner | Director Human Resources |

VERSION CONTROL AND CHANGE HISTORY

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Approval Date</th>
<th>Approved by</th>
<th>Amendment</th>
</tr>
</thead>
</table>
| 2              | November 2013       | Director Human Resources     | Reviewed to incorporate:  
|                |                     |                              | • OH&S risk register for use by individual business units;  
|                |                     |                              | • specific standardised plant risk assessment format to be used for all SUT plant risk assessments;  
|                |                     |                              | • plant risk assessments are undertaken addressing regulatory requirements;  
|                |                     |                              | • standard industry terminology; and  
|                |                     |                              | • stakeholder ease of use |
| 1              | 21 December 2010    | Vice Chancellors Executive Group | Previously Standard 3 – Plant Management; format altered to policy and procedure and entry into Swinburne PPD. |