


STANDARD OPERATING INSTRUCTION	OH&S-GVW-314
SAFE OPERATION OF MOBILE PLANT AND EQUIPMENT	

1.0 PURPOSE

To ensure the safe operation of mobile plant and equipment by Goulburn Valley Water (GVW) employees.

2.0 REFERENCES

OH&S (Plant) Regulations 1995 AS

3.0 DEFINITIONS

Nil

4.0 RESPONSIBILITIES AND AUTHORITIES

Manager / District Manager

- Identify items of mobile plant controlled by the relevant district or work team
- Ensure all mobile plant items are placed on to the Sharepoint plant register
- Ensure new or used mobile plant items are, where possible, provided with safety information when they are purchased and if not arrange for a plant risk assessment to be completed before the item of plant is used for the first time.
- Provide completed Risk Assessments to the OH&S coordinator for inclusion on Sharepoint and or the Operations and Maintenance manuals.
- Arrange for plant risk assessment to be periodically reviewed (as per this procedure).
- Ensure adequate resources are provided to ensure operators are trained to operate mobile plant and equipment safely

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Supervisor / Work Coordinator

- Ensure no item of mobile plant is used without a plant hazard identification and risk assessment has been completed.
- Ensure a copy of the relevant plant risk assessment is available for perusal
- Carry out monthly audits to ensure daily plant checklists are completed for mobile items of plant.
- Ensure defective plant items are followed up and that repairs, alterations and or replacement is carried out to ensure the safety of employees and others.
- Ensure only trained operators operate mobile plant and equipment
- Ensure copies of licences competencies and in-house competency records are provided to the HR officer for insertion into personal files along with the GVW training data base.

Employee / Operator

- Only operate mobile plant and equipment that you have been trained to operate safely
- Report minor and major faults to the relevant supervisor.
- Follow the manufacturer's instructions, Safe Operating Instructions and safe Work Instructions.

OH&S Coordinator

HR Officer

- Ensure records of training and competency are entered on to the employees personal files along with the GVW training data base

Operations Manager and Director Technical Services

- Undertake a review of this procedure every two years

5.0 OHS HAZARDS AND CONTROLS

5.1 Hazards - NIL

5.2 Controls to Consider – NIL

6.0 PROCEDURE

6.1 Identification of Plant Items

The following is a list of mobile plant items used by Goulburn Valley Water employees:

- Vehicle Loading Cranes

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- Front End Loaders
- Front End Loaders (Backhoe)
- Ride on Mowers
- Tractors
- ATV (All Terrain Vehicles)
- Jetting Trucks

6.2 *Plant Register*

A register of plant items shall be kept on Sharepoint which includes the following information:

- Name of Item of plant
- Location of plant / equipment
- Completion Date of Plant Risk Assessment

6.3 *Purchase of Plant Items*

6.3.1 *New Plant Items*

- Where possible an OH&S Pre-purchase Checklist (Quality Form OH&S- GVW- 312) shall be completed for the item of plant prior to arrival.
- The Plant Regulations require suppliers ensure health and safety information is provided to GVW. This may include the following information in manuals or instruction booklets:
 - Hazards and risks
 - Purpose of the plant
 - Testing
 - Inspection
 - Installation
 - Commissioning
 - Operation
 - Maintenance
 - Cleaning
 - Transport
 - Storage
 - Dismantling
 - Systems of Work
 - Operator Competency
 - Emergency procedures relating to the plant.

6.3.2 *Used or Second Hand Plant Items*

- Where possible suppliers shall provide GVW with information relating to the safe use of the plant. This should include information relating to commissioning, operation, maintenance and systems of work and may include data sheets, test certificates, operations and service manuals, reports and a safety manual.
- Where components of the plant are not operational the supplier should identify these before use of the plant by GVW employees. Where plant is identified as not fully serviceable, the supplier should inform GVW that the plant should not be used until it has been made safe. Where this is the case the plant should be isolated and appropriately tagged with a “Danger – Out of Order or Do Not Operate” tag.

6.3.3 *Hiring Items of Plant*

- All mobile plant items hired to GVW must be supplied with information on the safe use of the plant.

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- This information may include:
 - Statutory Risk Assessment
 - Data sheets, brochures and/or users checklists
 - Erection and assembly instructions
 - Operators manual
 - Pre Start Checklist
 - Log Book (where provided)
 - Description of PPE necessary for its safe operation
 - Any other OHS information you have that is relevant to the particular item.
- Faults or hazards associated with the plant item must be reported to the hire company – see Daily Pre-start Checklists

6.4 Plant Risk Assessments

- A documented Plant Hazard Identification and Risk Assessment must be completed for all items of mobile plant owned by GVW. The risk assessment must be completed prior to the item of plant being used for the first time. A proforma risk assessment is provided in Appendix A.
- Risk assessments may only be completed by persons who have received specific training in plant risk assessment. A list of persons trained to carry out plant risk assessments is provided in Appendix B.
- Trained Health and Safety Representatives may also complete plant risk assessments.
- Generic Risk Assessments – It is possible for a generic risk assessment to be completed provided identified hazards and risks are similar. Contact should be made with the OH&S Coordinator to determine if a generic assessment can be completed.

Risk assessments are required to be revised or reviewed whenever the following occurs:

- Significant modifications or alterations are made to the plant item which change the way the plant is used or its location
- Each 5 years.
- All Plant Hazard Identification and Risk Assessment shall be placed on to Sharepoint

Important Note: *Before carrying out a new risk assessment check to ensure whether a previous risk assessment has been completed.*

6.5 Daily Plant Checklists

- Operators of mobile plant including: Tractors, Front End Loaders and Cranes must complete a Daily Safety Checklist at the commencement of each day of use. A copy of GVW's Daily Plant Safety Checklist is provided in Appendix C.
- Auditing of Daily Plant Checklists shall be carried out periodically by the Work Coordinator. Each month a different item of mobile plant should be chosen at random to be audited against its completed Daily Plant Safety Checklist.

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6.6 *Faulty or defective Plant*

6.6.1 Minor Faults

- Where minor faults are identified (minor faults are defined as faults which do not impact on the health and safety of the operator, bystanders or other persons) with an item of plant this should be recorded in Part D of the Daily Plant Safety Checklist Form (see Appendix B).
- Where possible Minor Faults should be addressed by the Operator or referred to the Supervisor / Work Coordinator where costs are required to be approved.

6.6.2 Major Faults

- Where major faults are identified the plant should not be used until such time as the fault or defect is repaired and or replaced. The plant should be clearly tagged with a “CAUTION – DO NOT OPERATE” tag and removed from service until it is repaired or replaced. See SOI – Lockout, Tagout and Isolation (OH&S – GVW – 307).
- Major Faults must be reported directly to the relevant Supervisor / Work Coordinator.

6.7 *Training and Plant Operating Requirements*

6.7.1 General

- No staff member may operate an item of mobile plant and equipment without undergoing the necessary externally provided training.
- The relevant Manager / District Manager and or the Supervisor / Work Coordinator have a responsibility for ensuring staff members complete the necessary training before operating. This may extend to arranging and organising training as per the employee’s annual training plan.
- Uncertified or unqualified employees must be under the direct supervision (within hearing and eyesight) of a certified or qualified person, as authorised by the Work Coordinator and where required a training logbook may be issued which must be completed and signed off by the supervisor.

6.7.2 Records

- Records of Licences, Certificates of Competencies and Qualification Cards are to be kept on an employee’s individual personal file.

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6.7.3 Training and Competency Requirements

- The following tables indicate the type and level of training for various items of mobile plant

Mobile Excavating Plant – Requirements	
Item	Requirement
Front end Loader / Backhoe Excavator Front-end Loader	Qualification Card, Old Victorian Licence, Interstate Licence
Vehicle Loading Cranes (CV)	National certificate of Competency (Licence issued by WorkSafe Victoria or Interstate Authority)
Tractor Operation All Terrain Vehicle Operation	An approved training course
Two Wheel Motor Bike	Victorian (or interstate) motorbike licence
Truck and Truck/Trailer Combination	Relevant Victorian (or interstate) licence

7.0 APPENDICES

Appendix A - Proforma Plant Risk Assessment

Appendix B - Goulburn Valley Water employees trained to carry out plant risk assessments

Appendix C - Daily Plant Checklist

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Plant Hazard Identification and Risk Assessment

Consequence	Likelihood				
	Almost Certain	Likely	Possible	Unlikely	Rare
Catastrophic	Extreme	Extreme	Extreme	Extreme	High
Major	Extreme	Extreme	Extreme	High	High
Moderate	Extreme	High	High	Medium	Medium
Minor	High	High	Medium	Low	Low
Insignificant	High	Medium	Low	Low	Low

Date of Assessment: District: Location:

Plant Item:(Type, Model, Serial or Reg No:)

<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes	Hazard Type	Describe How and When (during, operation, inspection maintenance)	Consequence / Seriousness of Injury	Probability / how likely is an incident	Hazard Rating	Recommended Controls – Must use Hierarchy of control when determining most appropriate
	Entanglement: Hair, clothing, gloves, etc... may become entangled in moving parts of equipment					
	Crushing: Due to, unexpected movement, falling loads, plant collapse, contact with moving parts					
	Cutting, Stabbing, Puncturing: Contact with sharp objects, contact with moving parts, disintegration or ejection of equipment parts					
	Shearing: Between two moving parts of the equipment or between a fixed object and moving part					
	Friction: Burnt due to contact with moving parts or material					
	Striking: Struck due to uncontrolled movement, disintegration or ejection of equipment parts,					
	High Pressure Fluid Contact with fluids under pressure due to failure or misuse					

Name of: Persons (s) Carrying out Assessment: Relevant Manager: H&S Rep:.....

Electrical Contact with live wires, overload of circuits, damaged or poorly maintained equipment					
Explosion: Due to gases or other substances during operation of the equipment					
Slipping, tripping: Due to poor housekeeping, obstacles					
Falling: Due to lack of work platform, stair or ladders, unprotected holes, penetrations, poor floor surfaces					
Ergonomic factors: Poorly designed seating, repetitive body movement, poor body posture, poor lighting,					
Suffocation: Due to lack of oxygen or atmospheric contamination					
High temperature or Fire:					
Temperature (thermal comfort) Ill health due to exposure to high or low temperatures					
Toxic Gases, Fumes, Dusts					
Noise					
Vibration					
Radiation					


Name of:

Persons (s) Carrying out Assessment: Relevant Manager: H&S Rep:

Appendix B - Goulburn Valley Water employees trained to carry out plant risk assessments

Jeff Campbell	Central O&M
Peter Dwyer	Central Waste Water
Bruno Spiller	Northern District
Peter Huggins	South West District
Neil Healey	South West District
Ron Bartley	Northern District
Luke Haines	OH&S Coordinator
Sarah Angel	Central Waste Water

Appendix C – Daily Plant Checklist



PLANT SAFETY PROCEDURES

No. 1651

(A) PLANT DETAILS **WEEK COMMENCING:** / /

PROJECT:SITE/LOCATION:

PLANT TYPE:PLANT NO:REG.NO:

HIRED PLANT:HIRED FROM:

(B) PLANT SERVICE/MAINTENANCE RECORD

PLANNED MAINTENANCE SERVICE: FAULT REPAIR: PLANT HOURS:

DETAILS OF MAINTENANCE/SERVICE OR REPAIRS ETC:

.....

FITTERS NAME: EMPLOYER:

SIGNATURE: TIME: DATE:

(C) PLANT OPERATORS DAILY SAFETY CHECKLIST

Please mark the boxes: (✓) OK (X) Fault Identified (Use Report Form Attached) (NA) Item not Applicable to this plant

BEFORE COMMENCING OPERATIONS CHECK	MON	TUE	WED	THUR	FRI	SAT	SUN
PLANT HOURS / KM							
1. Brakes, Steering, Gauges, Lights, Warning Devices							
2. Visibility - Windscreen, Wipers, Washer, Demister, Mirrors							
3. Cabin - Access/Egress, Seating, Seatbelts, Loose Objects							
4. Wheels, Tyres, Nuts, Damage, Wear, Pressure							
5. Guards - In Place, Secure, Warning Signs							
6. Hydraulics - Rams, Hoses - Leaks, Wear, etc							
7. Excessive Wear - Hooks, Chains, Pins, Pivots, Tracks							
8. Misc. Electrical, Fire Ext, Radio, etc							
9. Engine Oil, Radiator Water							
OPERATORS NAME (Block Letters)							
OPERATORS SIGNATURE							
SUPERVISORS SIGNATURE - RANDOM CHECK							

(D) PLANT FAULT/DEFECT REPORT

To be used to report any fault or defect identified during daily plant safety checks or during work operations.

REPORTED BY: REPORTED TO: PLANT HOURS:

POSITION: POSITION: DATE:

REPORTED BY: RADIO TELEPHONE FORWARDING THIS REPORT IN PERSON

DETAILS OF FAULT/DEFECT:

.....

.....

SIGNATURE: DATE:

DISTRIBUTION: ORIGINAL: AREA MANAGER DUPLICATE: LOCAL ARRANGEMENTS TRIPLICATE: BOOK