


<b>STANDARD OPERATING INSTRUCTION</b>	<b>OH&amp;S-GVW-330</b>
<b>SAFE OPERATION OF PORTABLE PLANT AND EQUIPMENT</b>	

**1.0 PURPOSE**

To ensure the safe operation of portable items of 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 portable plant controlled by the relevant district or work team
- Ensure all portable plant items are placed on to the Sharepoint plant register
- Ensure new or used portable 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 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 portable plant and equipment safely

**Supervisor / Work Coordinator**

- Ensure no item of portable plant is used without a plant hazard identification and risk assessment has been completed.

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- Ensure a copy of the relevant plant risk assessment is available for perusal
- 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 portable 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 portable 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**

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## 6.0 PROCEDURE

### 6.1 *Identification of Portable Plant Items*

The following is a generic list of portable plant items commonly operated by Goulburn Valley Water employees:

- Chainsaws
- brush-cutters
- angle grinders
- demolition or quick cut saws
- circular saws
- portable drills, etc...)
- Pumps and Generators

### 6.2 *Plant Register*

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

- a. Name of Item of plant
- b. Location of plant / equipment
- c. 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.

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

## 6.4 *Plant Risk Assessments*

- A documented Plant Hazard Identification and Risk Assessment must be completed for all items of plant owned by GVW (including hand held plant and equipment). 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.

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- Generic Risk Assessments – where the risks of portable plant items are similar (ie. different makes of angle grinders, etc.) a generic risk assessment can be completed. 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 Faulty or defective Plant

### 6.5.1 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 identified and discussed verbally with the relevant supervisor.
- Where possible Minor Faults should be addressed by the Operator or referred to the Supervisor / Work Coordinator where costs are required to be approved.

### 6.5.2 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.

## 6.6 Training and Plant Operating Requirements

### 6.6.1 General

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- No staff member may operate an item of plant and equipment without undergoing the necessary in-house training or relevant 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 plant and equipment. 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.

#### 6.6.2 Records

- Records of Licences, Certificates of Competencies and Qualification Cards are to be kept on an employee's individual personal file.
- Information on internal competency based training along with external training is available on GVW's training records Data Base.

#### 6.6.3 Chainsaw Training

- Employees who use a chainsaw for their work are required to complete an approved chainsaw Operation course.

#### 6.6.4 Safe Work Instructions (SWI's)

- Safe Work Instructions are developed for items of portable plant and equipment to provide safety information to operators. SWI's are also used as the basis of Goulburn Valley Water's in house competency based training system.
- Staff members who are required to use items of plant and equipment as part of their work duties must complete in-house training on the use of the item of plant prior to operation.
- In house training is usually provided where formal qualification or training is not required or unavailable. A list of plant items requiring In-House Training is provided in Appendix E.

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## 7.0 APPENDICES

- Appendix A** - Proforma Plant Risk Assessment
- Appendix B** - Goulburn Valley Water employees trained to carry out plant risk assessments
- Appendix C** - Current list of plant / equipment requiring in-house training based upon safe work instruction.
- Appendix D** - Safe Work Instruction Format

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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 checked="" 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
	<b>Entanglement:</b> Hair, clothing, gloves, etc... may become entangled in moving parts of equipment					
	<b>Crushing:</b> Due to, unexpected movement, falling loads, plant collapse, contact with moving parts					
	<b>Cutting, Stabbing, Puncturing:</b> Contact with sharp objects, contact with moving parts, disintegration or ejection of equipment parts					
	<b>Shearing:</b> Between two moving parts of the equipment or between a fixed object and moving part					
	<b>Friction:</b> Burnt due to contact with moving parts or material					
	<b>Striking:</b> Struck due to uncontrolled movement, disintegration or ejection of equipment parts,					
	<b>High Pressure Fluid</b> Contact with fluids under pressure due to failure or misuse					

Name of:

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



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

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

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 – Current list of plant / equipment requiring in-house training based upon safe work instruction.

<b>Name</b>	<b>Reference Number</b>	<b>Authorised By</b>	<b>Authorisation Date</b>	<b>Review Date</b>
<i>Safe Operation of Demolition Saw</i>	<i>OHS-SWI-315</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Operation of Electric Drill Press</i>	<i>OHS-SWI-316</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Operation of Honda Vibrating Plate (Petrol Type)</i>	<i>OHS-SWI-317</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Operation of Large Compactor Plate – Misarka, Diesel</i>	<i>OHS-SWI-318</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Operation of Pedestal Bench Grinder</i>	<i>OHS-SWI-319</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Operation of Petrol Driven Centrival Pump</i>	<i>OHS-SWI-320</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Operation of Petrol Driven Flexdrive Pump</i>	<i>OHS-SWI-321</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Operation of Portable Angle Grinder - Electric</i>	<i>OHS-SWI-322</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Operation of Wacker Foot Compactor – Jumping Jack</i>	<i>OHS-SWI-324</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe use of All Terrain Vehicles</i>	<i>OHS-SWI-325</i>			
<i>Safe Operation of Electric Jack Hammer</i>	<i>OHS-SWI-326</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Operation of Hammer Drill - Electric</i>	<i>OHS-SWI-327</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Operation of Pneumatic Jack Hammer</i>	<i>OHS-SWI-328</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Use of Tapping Tool – 20, 25 mm</i>	<i>OHS-SWI-329</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Safe Use of Tapping Tool – 32,40,50,75,80,100 mm</i>	<i>OHS-SWI-330</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>
<i>Water Service, Saddle Fault (All sizes)</i>	<i>OHS-GVW-331</i>	<i>Neville Whittaker</i>	<i>October 2004</i>	<i>October 2005</i>

## Appendix D – Safe Work Instruction Format

	Safety Instruction:	GVW – SWI – ???	
	Prepared By:		
	Approved By:		Review Date:

**Title:**

<b>Competencies and Training Required</b>	•	<b>Important Safety Note:</b>		<b>Photo</b>	
	<b>Personal Protective Clothing and Equipment required</b>			<b>Additional PPCE</b>	
<b>A Preparation</b>	<b>Assessor Signature</b>	<b>B Operation</b>	<b>Assessor Signature</b>	<b>C Up Finishing / Clean</b>	<b>Assessor Signature</b>
1.				1.	

## Do's and Don'ts



Always ask someone if you are unsure. It is better to ask than to suffer a work injury or sustain damage to equipment.



Never use equipment that is faulty or damaged Always report this to your supervisor.



Always report faulty equipment to your supervisor Not reporting faulty or damaged equipment can endanger the safety of

others.  Never take short cuts and always follow the Safe Work Instruction and Operating Manual.