

N.Q EXCAVATOR HIRE PTY LTD



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WHS – Plant and Equipment Policy

1. Introduction

1.1 Definitions

Health and Safety Representatives (HSRs)	Persons responsible for facilitating consultation and cooperation between management and workers on health and safety issues within the workplace. Defined by areas of responsibility and operation where worker numbers demand such consultation.
Hierarchy of Controls	1. Elimination 2. Substitution 3. Isolation 4. Engineering 5. Administration 6. Safe Work Practices or PPE.
Manager	An individual worker's direct supervisor/manager.
Officer	An officer is a person who makes decisions, or participates in making decisions, that affect the whole (or a substantial part) of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.
Others	Visitors to a workplace.
PCBU	Person Conducting a Business or Undertaking. The business or undertaking can operate for profit or not-for-profit. A PCBU can be a corporation, association, partnership, sole trader or a volunteer organisation that employs any person to carry out work.
Reasonably practicable	Reasonably practicable means actions that are (or were at a particular time) reasonable to ensure health and safety, taking into account and weighing up all relevant matters including: a) the likelihood of a hazard or risk occurring b) the degree of harm that might result from the hazard or risk c) what relevant persons know, or reasonably ought to know,

- about the hazard or risk and ways of eliminating or minimising the risk
- d) the suitable and available ways to eliminate or minimise the risk
- e) after assessing the extent of the risk and the available control measures, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

Workers

A worker is anyone who carries out work for a PCBU, such as an employee, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire organisation, an apprentice or trainee, a student gaining work experience, an outworker or a volunteer.

1.2 General Statement of Policy

NQ Excavator Hire is committed to producing quality products and service in a timely fashion, while ensuring (as far as reasonably practicable) the health, safety and welfare of those people who are employed by NQ Excavator Hire.

1.3 Purpose

It is the aim of NQ Excavator Hire. To protect our workers from the risks associated with the plant and equipment with which they work. This will be achieved by the following:

- Ensure that hazards associated with the use of plant in the workplace are identified and that risks to health and safety are assessed and controlled.
- Have eliminating the risk as a major goal. Where elimination is not practicable, minimise the risk to the lowest possible level.
- Ensure that all plant is designed, manufactured, installed, commissioned, maintained and used with the safety of workers as paramount.
- Ensure that safety regulations and Australian Standards are adhered to at all times.
- Maintain all relevant documentation such as:
 - manufacturer's instruction and operation booklets
 - risk assessments of the plant
 - maintenance log
 - records of any modifications or improvements and their impact on the risk associated with the plant.
 -

Relevant information will be freely available to all NQ Excavator Hire. workers, with quality training being provided on operating plant and equipment to those workers whose duties require them to work with it, and to their immediate supervisors.

All plant and equipment for which registration certificates are required by legislation or regulation will be obtained and kept up to date.

1.4 Scope

This procedure is relevant to all workers of NQ Excavator Hire. And others to ensure that the NQ Excavator Hire. Work Health and Safety Policy is enforced.

2. Policy

2.1 Roles and Responsibilities

PCBU

The principal duty holder is a 'Person Conducting a Business or Undertaking' (PCBU).

The PCBU's responsibilities include:

- Ensure, as far as reasonably practicable, that the health and safety of workers and other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- Provide the highest level of protection that is reasonably practicable in the circumstances, considering the gravity of the harm, its likelihood, the possible risk controls and, as a final resort, considering the costs of the various control options.
- Monitoring the health of their workers and the conditions of the workplace under their management and control to prevent injury or illness.
- The PCBU with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace do not affect the health and safety of any person.

Workers

Workers must take reasonable care for their own health and safety and take reasonable care that their actions or omissions do not adversely affect the health and safety of others.

A worker is required to follow procedures put in place for their health and safety. This may include following safety manuals and procedures, participating in safety training, wearing PPE and exercising a level of care and responsibility in your work.

Every worker at all levels of a business should:

- Take ownership of their own health and safety for matters that are within their control or ability to influence.
- Work with colleagues to promote health and safety and ensure that it becomes a part of everyday business.
- Contribute to providing quality information that enables the establishment of baseline compliance levels and measuring changes in compliance over time.
- Be accountable as an individual to enhance a culture of health and safety within the PCBU.
- Ensure that they meet duty of care obligations as required under work health and safety laws.

Officers

Officers have a duty to exercise 'due diligence' to ensure that the PCBU complies with any duty or obligation. An officer must have high, yet attainable, standards of due diligence. These standards should relate to the position and influence of the officer within the PCBU.

An officer is responsible for the following:

- Be proactive and continuously ensure that the business or undertaking complies with relevant duties and obligations.
- Ensure that delegations are working effectively.
- Ensure engagement and leadership by officers and management.
- Continuously examine and ensure that the resources and systems of the PCBU are adequate to comply with the duty of care required by the PCBU.
- Ensure that the PCBU is performing effectively.
- Take reasonable steps to acquire and keep up-to-date knowledge of work health and safety matters.
- Gain an understanding of the hazards and risks associated with the nature of the operations.
- Ensure that the business or undertaking has appropriate resources and processes to enable hazards to be identified and risks to be eliminated or minimised.
- Ensure that the business or undertaking has appropriate processes for receiving and considering information about incidents, hazards and risks and for responding to these in a timely manner.
- Ensure that the business or undertaking implements processes for complying with its duties and obligations.

Health and Safety Representatives

Health and Safety Representatives (HSRs) have a responsibility to promote the health and safety of the workers in their work group or workplace.

Health and Safety Representatives' responsibilities include:

- Inspect the workplace of members of a work group if there has been a recent accident or dangerous occurrence, or where there is an immediate threat of an accident or dangerous occurrence, after giving the PCBU reasonable notice of the inspection.
- Make a request to an inspector, or the regulator, that an investigation be conducted in the workplace.
- Accompany an inspector during an investigation.
- Represent the members of the work group in health and safety consultations with the PCBU.
- Initiate emergency stop-work procedures when necessary.
- Issue Provisional Improvement Notices (PINs).

Others

Other persons (visitors) at the workplace have a duty to take reasonable care for their own health and safety. They also have a duty to take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. They must also comply with any reasonable instruction given by the PCBU to maintain the PCBU's compliance with the *Work Health and Safety Act 2011 (Commonwealth)*.

2.2 Policy Details

The purchase of plant and equipment will be planned and coordinated following NQ Excavator Hire. procedures for capital expenditure.

Where plant is imported from overseas (be it new or used plant), NQ Excavator Hire. will meet all regulatory requirements of identifying the hazards of the plant prior to importing it. Where necessary, this will be done in consultation with the appropriate advisory bodies.

Under the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011, importers, suppliers and Australian designers or manufacturers must supply information on the plant in relation to the hazards associated with it. NQ Excavator Hire. will not accept any plant unless those statements are available.

All persons erecting or installing plant will ensure that, prior to and during the installation process, hazards are identified and addressed using the hierarchy of controls: elimination, substitution, isolation, engineering controls, administrative control (policy and procedures) and personal protective equipment (PPE).

All plant must be commissioned with a risk assessment of the plant integrated into the whole system. The risk assessment must be completed with a representative from the work group who will be operating the plant. This assessment will be retained. The plant must not be used by workers until this risk assessment has been completed and any identified risk controls have been implemented.

Refer to **WHS – Risk Assessment (Plant, Equipment)**.

Control measures implemented for any identified hazards will follow the hierarchy of controls, and will be considered when designing work practices and procedures.

Particular attention will be given to:

- plant under pressure
- plant with moving parts
- powered mobile plant
- plant with hot or cold parts
- electrical plant
- plant designed to lift or move
- lasers
- scaffolds
- lifts.

All records of plant risk assessments will be retained until they are reviewed or a new assessment report becomes available. Risk assessments will be completed at least every five years, or when any changes to the plant or processes are made. Upon the sale of any item of plant, the risk assessment will be given to the new owner.

2.3 Plant Requiring Registration

Certain types and items of plant must be registered with the relevant local state or territory WorkSafe authority before they can be used at a workplace.

For example, the following plant requires registration with WorkSafe Queensland:

- boilers with a hazard level of A, B or C according to the criteria specified in *AS 4343 Pressure equipment – Hazard levels*
- tower cranes
- self-erecting tower cranes
- lifts
- building maintenance units
- amusement structures to which *AS 3533 Amusement rides and devices* applies
- concrete placing units (truck mounted with boom)

- pressure vessels with a hazard level of A, B or C according to the criteria specified in *AS 4343 Pressure equipment – Hazard levels*, other than:
 - gas cylinders covered by *AS 2030 Gas cylinders code*
 - LPG fuel vessels for automotive use covered by *AS/NZS 3509 LPG fuel vessels for automotive use*
 - serially numbered pressure vessels covered by *AS 2971 Serially produced pressure vessels*.

2.4 Purchasing Policy

The following purchasing policy is consistent with the NQ Excavator Hire.'s Work Health and Safety Policy. It is part of achieving continual improvement in work health, safety and welfare.

Prior to making a decision to purchase plant, equipment or substances that may affect the health, safety or welfare of any worker at NQ Excavator Hire., management will consult with all concerned and affected workers. No product will be purchased until all safety ramifications (including noise levels) are clearly identified and understood by those responsible for the purchase.

Any person who is responsible for designing, manufacturing, importing, supplying, erecting or installing any plant or substance for use within NQ Excavator Hire. must comply with work health and safety legislation.

All purchasing contracts will be endorsed with the condition that the designer, manufacturer, importer or supplier must ensure that the plant or substance complies in all respects with the prescribed requirements (if any) applicable to it, as required by work health and safety legislation.

When purchasing or hiring new or second-hand equipment or substances, a risk assessment must be completed to identify the hazards prior to agreeing to the purchase. When determining whether or not to purchase an item, the following considerations must be taken into account:

- its suitability for required use
- what type of hazards does the new item introduce?
- what will it take to control these hazards?
- how much training will be required and who will provide it (try to include this in the contract)?
- the availability of service and ease of maintenance
- cost (this should not be the sole determining feature, however, if a preferred product cannot be identified from the above issues, cost may determine the purchase).

Note: the control of hazards should be based on the hierarchy of controls – elimination, engineering (guards, barriers, ventilation, design features), administration (standard operating procedures, training, signage) and PPE.

After a decision has been made as to the suitability of any plant or substance, all hazard controls will be implemented **before** its use.

Under no circumstances will any worker use new substances or equipment until the above process has been completed and they have been fully trained in all aspects of its use and required precautions.

3. Policy Implementation

This policy is to be implemented through the procedures and arrangements established under NQ Excavator Hire.'s Work Health and Safety Program, which has been designed to provide the highest level of safety for the company, workers and others.

3.1 Breach of this Policy

Breach of this policy could harm NQ Excavator Hire.'s ability to achieve our work health and safety obligations. Failure to comply with the principles of this policy, or of the supporting procedures and forms, could result in appropriate disciplinary actions, suspension, termination of employment (dismissal) or termination of vendor contracts and agreements. Additionally, individuals may be subject to loss of NQ Excavator Hire. access, privileges, civil and/or criminal prosecution.

Refer to **WHS – Breach of Work Health and Safety Requirements**.

3.2 Policy Review

This policy will be reviewed annually in consultation with relevant workers, using established consultative mechanisms, and revised as necessary to keep in line with new legislation and company changes or growth. The date of each review (as far as is practicable) will fall on 1 July each year.

3.3 Dissemination of Policy

A copy of this policy will be provided to each worker upon commencement of work and a copy placed in a prominent position in all main areas of the premises. Additional copies will be made available upon request.

3.4 Authority and Responsibility

This policy is issued under the authority of the Managing Director of NQ Excavator Hire.

3.5 Enquiries and Faults

Adherence to this procedure will generally ensure compliance with the requirements of relevant legislation. Workers requiring assistance with the interpretation of this procedure, or who wish to report a breach of this procedure, should contact an Officer or HSR of NQ Excavator Hire..

3.6 Related Documents

a) Forms

- i) WHS – Hazard Report
- ii) WHS – Plant Register
- iii) WHS – Risk Assessment (Plant, Equipment)

b) Procedures

- i) WHS – Breach of Work Health and Safety Requirements

c) Supplementary Policies

- i) WHS – Work Health and Safety Policy

d) Legislation

- i) Work Health and Safety Act 2011 (Commonwealth)
- ii) Work Health and Safety Regulations 2011 (Commonwealth)
- iii) Health and Safety Codes of Practice 2011
- iv) National Standard for Plant [NWHSC:1010(1994)]
- v) AS 4343 Pressure equipment – Hazard levels
- vi) AS 3533 Amusement rides and devices applies
- vii) AS 2030 Gas cylinders code
- viii) AS/NZS 3509 LPG fuel vessels for automotive use
- ix) AS 2971 Serially produced pressure vessels

3.7 Procedure Version Control

Date	Author/Department	Version Number	Change Summary
12/12/13	David Vass/WHS Officer	2.0	Original

Signed, written acknowledgement of Plant and Equipment Policy:

I acknowledge the NQ Excavator Hire. Plant and Equipment Policy. I have read the policy and its associated procedures in full and fully agree to abide by all its terms.

I understand that if I violate the terms of this policy then my employment could be subject to termination or even civil prosecution.

Worker name:

Worker signature:

_____ Date: ____/____/____