



# Plant Operation and Maintenance

## Introduction

There is a wide range of plant used throughout the Church. The Church recognises all plant risks must, so far as is reasonably practicable, be risk assessed to ensure appropriate controls are implemented.

## Purpose

To ensure all plant used within the Church is used safely by workers and maintained appropriately to prevent and minimise injury to workers and other persons. The Church will ensure, as far as reasonably practicable, that risks associated with plant are eliminated or mitigated.

The Church recognises that the use of plant provides vital services for maintaining Church sites. The Church aims to provide plant for all workers to use where reasonably practicable, however it recognises that some worker owned plant is used in some Church related activities. This procedure applies to any plant, including leased or hired plant, used at any Church site by a worker, regardless of ownership.

Plant is defined as 'Machinery, equipment, appliance, container, implement or tool, and includes any component or anything fitted or connected to any of those things'.

Relative to Church work activities, this may include but is not be limited to:

- Vehicles
- Power tools
- Computers, printers and office equipment
- Mowers, brush-cutters and whipper-snippers
- Kitchen implements and appliances
- PA sound systems

The Church has identified the following tasks as using plant:

- Food preparation
- Social events
- Using power tools for maintaining Church property
- Using powered equipment for maintaining Church grounds or in voluntary congregational activities
- Driving between Church sites
- Administration

Whilst plant exclusively reliant on manual power for its operation and is designed to be primarily supported by hand (e.g. a screwdriver) is not specifically addressed in this procedure, the Church must exercise a general duty of care for such plant.

Whilst the Church has a primary duty of care to ensure a safe and healthy workplace, there are specific duties that apply to a PCBU with management or control of fixtures, fittings and plant at a workplace.

In addition, specific duties apply to PCBUs that design, manufacture, import, supply, install, construct or commission plant. The Church aims to ensure that PCBUs engaged for complex work involving anything other than minor plant must have a robust WHS Plan developed and provided to the Church before the work can be approved. These projects will be approved and managed at a higher level within the Church.



The Committee of Management must be consulted before any high risk work involving plant is undertaken including:

- Commissioning plant
- Making changes to or altering the design of plant
- Decommissioning, dismantling and disposing of plant

Should ANY of the following plant be planned to be used by a worker on a Church site, the Site Manager and/or Committee of Management must be contacted immediately and prior to its use.

- Pressure equipment
- Plant that lifts or suspends loads
- Powered mobile plant (i.e. forklift)
- Crane
- Earth-moving machinery
- Tractor
- Scaffolds

## Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

Managing Risks of Plant in the Workplace Code of Practice 2013  
<http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

Demolition Work Code of Practice 2013 <http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

## Procedure

Site Managers, Work Coordinators or other persons in control of a Church workplace must identify any plant to be used at a Church site. Some common items of plant used at Church sites include:

- Vehicles
- Computers and related office equipment
- Kitchen implements and appliances
- Power tools
- Lawn mowers and powered gardening equipment

### Step 1

Identify any hazards associated with the plant.

Consideration should be given to how the plant is to be used. This may include installation, operation, inspection, maintenance, repair, transport, storage and dismantling.

Hazards relating to plant may include, but not limited to:

- The condition of the plant: e.g. its age, its maintenance history, how frequently the plant is used, is it old and missing safety features found on new plant? Is it reliable or often needing emergency maintenance?
- The suitability of the plant: e.g. is it actually being used for its intended purpose?
- The location of the plant: e.g. what is its impact on the design and layout of the workplace and are workers able to access the plant without risk of slips, trips or falls to the worker or visitors?
- Abnormal situations: e.g. what abnormal situations, misuse or fluctuation in operating conditions can you foresee?



Step 2

A risk assessment must be conducted on the identified hazard(s) associated with the plant using the Church's risk methodology.

		Consequence			
		Severe	Major	Moderate	Minor
Likelihood	A	E	E	H	M
	B	E	H	M	M
	C	H	M	M	L
	D	M	M	L	N
Consequence: Amount of harm		Likelihood: Injury or illness			
Severe: Death/ extensive injuries		A: Event is expected to occur			
Major: Medical treatment		B: Event is likely to occur			
Moderate: First aid		C: Event could occur			
Minor: No treatment		D: Event is unlikely to occur			
Risk Rating: Determine where the two columns meet on matrix:					
E = Extreme - must action immediately					
H = High - must action within 24 hours					
M = Medium - must action within 48 hours					
L = Low - must action within 1 month					
N = Negligible –general monitoring, no action required					
<i>Risks Assessments should consider what is the most likely or credible outcome and chance of injury/ illness occurring, if a potential hazard is realised.</i>					

Other factors to consider that will be considered as part of the risk assessment include:

- Environmental conditions the plant will be used in: e.g. muddy or dusty environment
- Other people or items of plant in the vicinity of the plant and what effect will this have
- Where and when access required during the installation, operation or maintenance of plant and in an emergency?
- What safe work procedures exist in relation to the plant safety
- What information, instruction and training supervision is provided to workers and other persons who may be exposed to plant
- Does the plant's safety depend on the competency of its operator?

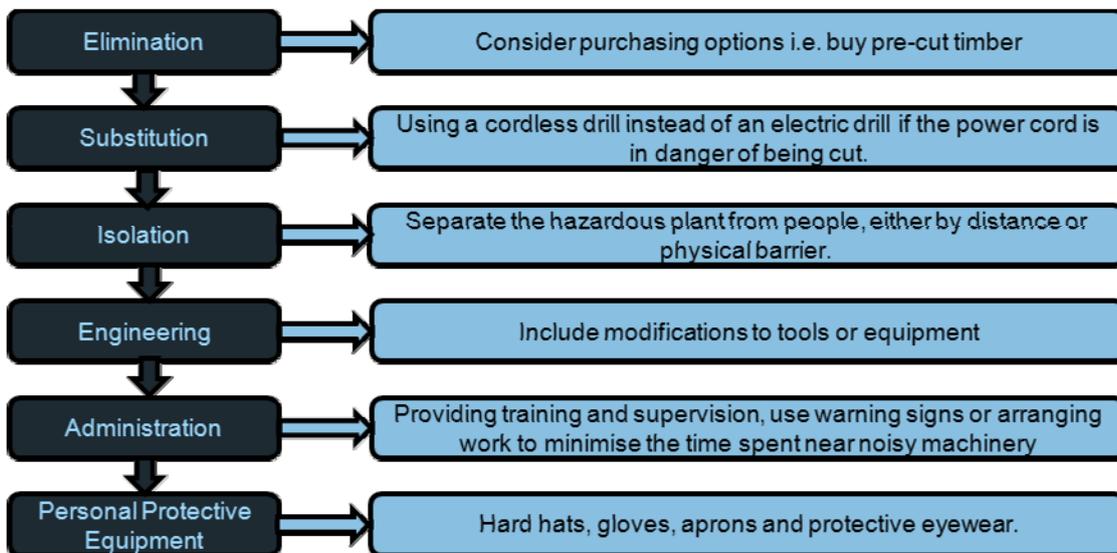


### Step 3

Control the risks associated with the plant, using the hierarchy of control

Risk should be eliminated or removed where reasonably practicable as the first option. If the risk cannot be eliminated, then the Presbytery/Charge/Committee will utilise the hierarchy of control (as outlined below) to determine the most appropriate action.

The diagram below provides examples of possible plant control options. A combination of controls may be suitable.



### Step 4

The Site Manager/Work Coordinator is responsible for ensuring the safe work procedure/risk assessment, based on the hierarchy of controls, is specific to their particular site/activity's requirements. This must be done in consultation with all workers who use the plant.

### Step 5

All workers who work with plant shall be provided with adequate information, instruction and training on the developed safe work procedure/risk assessment. This will include information relating to:

- The use of guarding and other control measures
- How to safely access and operate the plant
- Who may use an item of plant
- How to carry out inspections, shut-down, cleaning, repair and maintenance
- Testing and tagging requirements of any plant in used in an environment which is likely to result in damage to the plant or a reduction in its lifespan (i.e. woodwork areas)
- Emergency procedures

### Step 6



Confirm workers (including volunteers) ability to perform tasks.

Make sure the worker:

- Is physically fit for the task they are being asked to perform
- Be certain that the worker has an appropriate trade background and qualifications (if required) for the work they are performing
- Has the appropriate tools or safety equipment for the task they are to perform (It is the Church's duty to see they are provided with the equipment needed)
- Is not working alone

If there is any doubt about their ability to complete a task safely do not let them proceed.

Step 7

Each Site Manager or Work Coordinator shall retain records of any information, instruction and training provided to workers.

## Stage 2

Plant Inspection

Step 8

Regular plant inspections will be conducted to identify any:

- Potential problems
- Deficiencies in plant associated with use of plant, for example wear and tear, corrosion and damaged plant parts
- Adverse effects of changes in processes or materials associated with plant
- Inadequacies in control measures that have been previously implemented

Step 9

A preventative maintenance register and inspection checklist will be maintained at each site. It will include information on:

- Allocated responsibilities for persons dealing with inspections
- Any standards against which plant should be inspected (such as manufacturer instructions)
- The frequency of inspections
- Critical safety instructions to be followed during inspection as per manufacturer instructions
- The procedures for particular types of inspections, including:
  - periodic inspections
  - specific tests
  - repaired or modified plant
  - plant taken out of service
- Any variations from normal operation or dangerous occurrences and any trends that may be occurring.



### Stage 3

Plant maintenance, repair and cleaning

#### Step 10

Plant will be maintained and repaired according to the manufacturer's specifications or, in the absence of such specifications, in accordance with a competent person's recommendations. For example, ensure fluid levels and pressures are correct and ensure brakes are functioning properly.

Plant must be isolated before maintenance or cleaning commences.