Policy: Plant (equipment) management

Purpose

To establish the policy framework to manage risk associated with plant (equipment) within the University.

Overview

The policy framework to manage risk associated with plant (equipment) within the University.

Scope

This policy operates within the University’s general Occupational Health and Safety Policy, and relates to plant (equipment).

In compliance with the Work Health and Safety Act 2011, Work Health and Safety Regulations 2011, other relevant legislation, national standards and codes of practice, the University will provide plant and a workplace that is, as far as reasonably practicable, safe and healthy for staff, students, and visitors; and, without risk to the environment.

Definitions

Plant is defined as any machinery, equipment or tool, and any component thereof. Plant used at the University ranges from complex installations to portable equipment and tools. The plant may be purchased, created for, and/or used in any aspect of University business.

Policy Statement

Responsibility for Plant

2. Each Dean, Director or Head of a Faculty, School, Centre, or Administrative Unit is responsible for implementing research, teaching and operational work in their Budget Unit and will provide a workplace that is, as far as reasonably practicable, safe and healthy for staff, students, and visitors; and, without risk to the environment.
3. It is the responsibility of a supervisor to University management to ensure:
   • a safe and healthy workplace;
   • that documented safe work procedures are provided to, are understood and observed by the staff they supervise; and
   • that any hazards, exposures, incidents or concerns regarding plant within their jurisdiction are reported.

4. Staff, students and visitors are required to do all that is reasonably practicable to ensure that their actions or omissions do not create or increase a risk to the health and safety of themselves or others. Safe work procedures must be observed at all times and equipment must be used in accordance with safe work instructions. Any hazards, exposures, incidents, or concerns involving Plant within the workplace should be reported.

**Strategies**

5. Within the context of the University's Occupational Health and Safety Policy and associated procedures, this policy for plant will be achieved through the following strategies:

6. No hazardous research, teaching or operational work shall be undertaken with plant unless an associated risk assessment is completed and the Dean, Director or Head of a School, Centre, or Administrative Unit is satisfied that the hazards associated with the work are controlled as far as is reasonably practicable.

7. Provision of sound workplace planning, design and operation. The University's requirements are given in the ANU Plant (Equipment) Hazard Management Procedure Document.

8. Provision of safe operating procedures and guidelines for plant through its life cycle from design, manufacture, erection, installation, commissioning, inspection, cleaning, maintenance, decommissioning and disposal, as appropriate.

9. When required, the appropriate licensing and registration of the plant (equipment) is undertaken with the appropriate authority.

10. Consideration is given to any human–equipment interactions and any hazards (e.g. manual handling) and the associated risks are addressed throughout the life cycle of the plant.

11. The budget manager provides adequate resources (e.g. competent staff or advisors, administration support) to support the policy.

12. Implementation of appropriate maintenance.
13. Implementation of effective staff consultation arrangements at the workplace, Designated Work Group, and general management levels.

14. Provision of information, instruction, training, and supervision for staff, students and visitors, as applicable.

15. When required, operators of plant obtain appropriate certification or licensing. Only a licensed competent operator can operate the plant where this is required.