



OHS- Plant and Equipment Policy

Rationale:

- The definition of Plant and Equipment is very broad. Examples of plant and equipment typically located in schools include metal lathes, drills, gas cylinders, ladders, office furniture, coffee machines, ovens, lawn mowers, photocopiers, forklifts etc. Each item is unique and each has its own potential hazards.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To ensure the risks associated with the wide variety of plant and equipment at our school are identified, managed and effectively controlled.

Implementation:

- Occupational Health and Safety (OHS) is a shared responsibility of School Council and all staff.
- An OHS committee will be established and it will meet at least monthly consistent with an OHS committee Charter that it develops. An OHS Representative (OHSR) will be elected by staff. The OHSR and the principal will be key members of the OHS committee.
- The OHS committee in consultation with staff will create a work place appropriate OHS Risk Register which will identify, locate and describe potential workplace hazards including hazards associated with plant and equipment.
- All existing and new plant and equipment in the workplace will also be recorded on a Plant Register.
- The OHS committee (in consultation with the OHSR, employees and relevant standards and codes of practice or legislation) will conduct a risk assessment of plant and equipment on the Plant Register and a Plant and Equipment Risk Management Form will be completed for each, taking into account the systems of work, physical layout, range of work methods by which work can be completed, types of hazards that may be encountered and competence of persons undertaking the work.
- Identified plant and equipment hazards are to be entered on the OHS Risk Register.
- The OHS committee will refer to the hierarchy of controls (eliminate, substitute, isolate, engineering, administration, personal protective equipment) and establish a series of controls that eliminate or effectively minimise and manage the risk associated with each identified plant and equipment risk hazard.
- In doing so, the committee will identify any high risk plant that requires regular maintenance and record keeping such as hoists or lifts that require registration with WorkSafe and make sure that such plant is registered and properly maintained.
- The OHS committee will develop pre-start checklists and Safe Work Procedures for high risk or hazardous plant, or plant where OHS Risk Register controls require procedures for safe operation.
- The OHS committee will ensure employees are trained and competent in the Safe Work Procedures relating to plant or equipment they may use via proper accredited training.
- Records of employee training are to be recorded and maintained by the principal.

- All students using potentially hazardous plant are to be properly trained by a trained competent teacher and supervised by a trained competent teacher at all times.
 - Isolation and Tag Out procedures will be employed when plant and equipment is identified as being unsafe.
 - The principal will ensure that staff members wishing to purchase plant or equipment for the school do so consistent with our school's 'OHS – Purchasing' policy, so that risks are understood and controlled before new plant or equipment is introduced into our school.
 - An appropriate maintenance program will be implemented for plant and equipment including inspections, maintenance, repairs, cleaning and recording of maintenance by a trained and competent person.
 - All maintenance and repair work will be documented in our Plant & Equipment Maintenance Register.
 - Maintenance schedules will be governed by legislative requirements, manufacturer's recommendations, information obtained from the Plant and Equipment Risk Management Form, and at times of breakdown or failure.
 - All operators of plant and equipment that require a license (eg: forklift) are to provide the principal with a photocopy of their license.
 - The OHS committee will, in consultation with employees, establish an OHS Activities Calendar to schedule and conduct regular workplace inspections to monitor, review and assess the safety systems and controls in place for plant and equipment.
 - The OHS committee will ensure the OHS Risk Register and Plant and Equipment Risk Management Forms are kept up to date, reflect the phased introduction of hazard controls, reflects changes in the workplace, are communicated to staff, contractors, visitors or volunteers as appropriate, and are reviewed consistent with the OHS Activities Calendar.
 - School Council will provide sufficient funds to ensure that the control measures (including training) as identified in the OHS Risk Register for plant and equipment are implemented in accordance with timelines established in the OHS Activities Calendar.
- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for any information relating to plant requiring registration or any other areas in concern.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be included within the Buildings and Grounds committee's report to School Council and the community.
- This policy will be reviewed as part of the school's three-year review cycle.

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Date:14/8/2016	Responsibility: School Council	Review Date: August 2020
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