# Purpose

The purpose of this standard is to provide a Wannon Water framework and guidance for the management of plant and equipment to reduce the risks to our people, human health (our drinking water) and the environment, as far as reasonably practicable, and to ensure compliance with legislative obligations.

We use a variety of plant and equipment to provide sustainable water services, and utilising these items present different levels of risks, that we must manage effectively to prevent an adverse impact on our Strategic Direction and support our **Zero Harm** ambition.

# Scope

This standard applies to:

* Any employee or contractor engaged in our activities involving the use of our plant and equipment materials.
* All items (included within a class as defined in Appendix 1 – Plant and Equipment Classification) that are owned, hired, or leased by us, and:
* The lifecycle of plant and equipment from selection through to the disposal of an item.

**Out of scope:**

* When a principal contractor has been granted formal possession of a site whilst carrying out contracted work, it’s their responsibility of the principal contractor to comply with the relevant plant and equipment regulations and consult with our Engaging Officer to determine if their activities pose a risk to us (e.g., our employees working near contractors plant and equipment).

# Standard requirements

**Notes:**

* *Where Fleet is mentioned within a requirement below; Accountability sits with the GM Community & Corporate Services and Responsibility sits with BM Corporate Services.*
* The applicability of the requirements described depends on the class as defined in **Appendix 1 - Plant and Equipment Classification**. Further details on how they apply are provided in the **Plant and Equipment Procedure**.

| **Requirements** | **Responsibility[[1]](#footnote-2)** | **Accountability[[2]](#footnote-3)** |
| --- | --- | --- |
| **General** |  |  |
| The **Plant & Equipment Procedure** defines the process for the introduction, management and disposal of plant, equipment, and fleet. | **BM Corporate Services** | GM Community & Corporate Services |
| Raise a **Hazard Report** where there is a concern that we are not effectively controlling risks associated with plant, equipment and/or fleet which could result in potential harm to health or may impact the surrounding environment or community. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Raise an **Incident Report** for any event involving plant, equipment and/or fleet. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Confirmed or suspected notifiable incidents involving plant, equipment and/or fleet must be investigated, reported, and managed in accordance with the **Incident Response and Reporting Procedure** to ensure legislative requirements are met (e.g., tractor rollover - a WorkSafe notifiable event). | **Executive People & Resilience** | GM People & Business Services |
| **Plan** |  |  |
| Plant, equipment and fleet must be purchased in accordance with the requirements of the **Procurement Policy,** **Tendering and Quotation Procedures** and the **Instrument of Delegation**. | **BM Corporate Services**  All BM | GM Assets & Service Delivery |
| New plant, equipment and/or fleet to be purchased/hired/leased must be assessed for its’ suitability towards its’ intended use, and if we can accommodate it, (e.g., cranes rated for loads lifted, special licence, training requirements, change to processes, work area required to safely use it, storage). | All BM | GM Assets & Service Delivery |
| Plant, equipment and/or fleet purchased/hired/leased, built, installed, or modified must:   * Be assessed for any risks associated with all areas of its use (e.g., operation, maintenance, cleaning, transport, disposal and emergency or breakdown scenarios). * Comply with Australian Standards[[3]](#footnote-4) or be assessed by a qualified[[4]](#footnote-5) person to ensure regulatory requirements are met, it’s fit for use and its risks are controlled to our accepted levels.   **Note:** Risks must be reviewed when making changes to it/how it will be used/when it is involved in an incident. | **Executive People & Resilience**  All BM | GM People & Business Services |
| The hierarchy of control must be used where reasonably practicable to control the risks associated with any plant, equipment, and/or fleet prior to it being introduced and used:   * Eliminate (e.g., Robo Mower instead of a Tractor – eliminates rollover risk) * Substitute with a less hazardous item (e.g., Walkie Stacker instead of a Forklift) * Isolating or separating the hazardous items from people not involved in the work or the general work area. * Engineer control measures (e.g., guarding or interlocks) * Administrate controls to reduce exposure (e.g., Safe Work Instruction, supervision, and/or formal training) * Personal Protective Equipment (PPE) to reduce exposure | **Executive People & Resilience**  All BM | GM People & Business Services |
| All plant and equipment (and any associated chemicals) that will contact drinking water must comply with the relevant standards and be assessed/approved as per the **Plant and Equipment Procedure.** | **BM Operations**  All BM | GM Assets & Service Delivery |
| All plant and equipment parts and fittings that are planned to be used must meet regulatory requirements and manufacturer guidelines.  Spares associated with plant and equipment must be appropriately managed as per the **Plant & Equipment Procedure** (i.e., identified, sourced, stored). | All BM | GM Assets & Service Delivery |
| Waste materials identified to be associated with the purchased/hired/leased plant, equipment and/or fleet must be considered and managed as per the **Waste Management Standard.** | **BM Operations**  All BM | GM Assets & Service Delivery |
| **Create** |  |  |
| All plant, equipment and/or fleet we own must be identified, registered (if applicable), classified, and recorded as per the **Plant & Equipment Procedure** (e.g., registered in Asset Management Information/Work Management Systems, standard item lists). | **BM Asset Systems**  BM Corporate Services | GM Assets & Service Delivery |
| Plant and equipment must be tested or commissioned, where relevant, on receival and prior to its’ use to identify potential faults/hazards (e.g., while in storage, supplier set up and trial of HydroVac or centrifuge). | All BM | GM Assets & Service Delivery |
| Plant and equipment must not be modified or changed without approval from the manufacturer/supplier/suitably qualified4 person. | All BM | GM Assets & Service Delivery |
| Plant and equipment must be clearly identified, signed/labelled in accordance with the requirements of operating manuals, applicable legislation and/or feedback from users to ensure correct operation. | All BM | GM Assets & Service Delivery |
| Costs associated with operation and maintenance of plant, equipment and/or fleet must be identified and included within the relevant budgets. | All BM | GM Assets & Service Delivery |
| Costs associated with replacement/renewal of plant, equipment and/or fleet must be identified and included within the relevant budgets. | **BM Asset Systems** | GM Assets & Service Delivery |
| **Operate** |  |  |
| The required inspection/testing/preparation activities must be completed before using/working on plant and equipment, and while responsible for fleet (e.g., pre-start checklists, e-stop tests, lockout/tagout, vehicle checklists). | **Executive People & Resilience**  All BM | GM People & Business Services |
| All safety equipment must be provided, maintained, and used before operating or working on any plant and equipment (e.g., hose restraints, safety barriers, PPE – earmuffs, hard hat with chin strap), | **Executive People & Resilience**  All BM | GM People & Business Services |
| Plant and equipment must be used/worked on by persons who are trained[[5]](#footnote-6), competent and hold the appropriate qualifications and licences where required by legislation – with records kept. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Information for the use and management of plant and equipment must be available to anyone using/working on or around the item (e.g., Safe Work Instructions, Operation Manuals, maintenance instructions). | **Executive People & Resilience**  All BM | GM People & Business Services |
| All plant and equipment must be operated in accordance with operation manuals/procedures and manufacturer recommendations (e.g., guarding in place, equipment is run at correct speeds, specified safety equipment is used). | All BM | GM People & Business Services |
| Spillage prevention/containment and emergency protection systems required by legislation or to manage risks to our accepted levels must be installed/present where relevant for plant and equipment (e.g., bulk chemical bunding, process control/shutdown, fire hose reels, spill kits). | **Executive People & Resilience**  All BM | GM People & Business Services |
| **Maintain** |  |  |
| Plant, equipment and/or fleet must be inspected/serviced and maintained as per the manufacturer’s requirements/specifications and by a suitably qualified4 person (e.g., service, repair, calibration).  **Note:** Variations to recommended activities must be assessed/approved by a suitably qualified4 person to ensure regulatory requirements are met and that associated risks are to our accepted levels. | **BM Asset Systems**  All BM | GM Assets & Service Delivery |
| Faults or hazards identified on plant and equipment must be reported and assessed by a suitably qualified4 person and if required locked out to prevent use as per the **Lockout Tagout Standard and Procedure**.  Any item which has been removed from routine use must be locked out and rechecked or commissioned before reinstating it. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Records of plant, equipment and fleet operational checks, and inspection/servicing and maintenance/repair activities must be kept. | **Executive People & Resilience**  All BM | GM People & Business Services |
| **Disposal** |  |  |
| Risks associated with plant, equipment and/or fleet must be identified/managed prior to the item being decommissioned/dismantled/disposed of. | **Executive People & Resilience**  All BM | GM People & Business Services |
| Disposal of any plant, equipment and fleet must be in accordance with our circular economy principles, the **Asset Creation, Change and Disposal Procedure** and the **Waste Management Standard**. | **BM Asset Systems**  All BM | GM Assets & Service Delivery |

# Training and assessment

|  |  |  |
| --- | --- | --- |
| **Standards** | **Responsibility** | **Accountability** |
| All managers with responsibilities & accountabilities within this document must be made aware of this standard. | **Executive People & Resilience** | GM People & Business Services |

# Monitoring

|  |  |  |
| --- | --- | --- |
| **Standards** | **Responsibility** | **Accountability** |
| Health and/or environmental monitoring required by legislation or to manage risks associated with plant and equipment to our accepted levels must be completed – with records kept (e.g., hearing tests due to noise exposure). | **Executive People & Resilience** | GM People & Business Services |
| Compliance with and effectiveness of this standard  must be verified at least every four years by including,  periodic audits in the **Audit Program**. | **Executive People & Resilience** | GM People & Business Services |
| All records required by this standard must be maintained in our records management systems – (e.g., Maximo, conquest, CM, riskware, etc.) | **Information Services Manager**  System Administrators | Chief Information Officer |

# Definitions

|  |  |
| --- | --- |
| **Term** | **Definition** |
| BM | Branch Manager(s) |
| CM | Content Manager |
| Consumables | Expendable plant and equipment that is valued at <$1000. These items are run to fail then replaced: |
| Contractor | A person or company engaged to provide materials or work (construction, maintenance, service, supply, or operation) on a particular project or activity. This includes:   * Consultant - A person or company that provides professional expert advice. * Supplier   Labour Hire Company Performs outsourced work on a temporary basis, under the direction and control of Wannon Water. |
| Engaging Officer | The employee who has engaged the contractor to undertake the works. |
| Equipment | Machinery, devices, instruments, tools, that we use to perform various activities or tasks. |
| Fixed Plant | Plant installed as part of creation or modification of an asset (e.g., Belt press, Centrifuge, Conveyor) |
| Fleet | Collective group of motor vehicles (operational and pool) and light commercial vehicles |
| GM | General Manager |
| HSR | Health & Safety Representative |
| Major Plant | Refer to items of plant described within these categories in **Appendix 1 - Plant and Equipment Classification** |
| Minor Plant |
| New Plant | This could be:   * An item that hasn’t been used by us before * A different brand or model. * A new or updated design of an item currently being used. * A used or 2nd hand item sourced externally |
| Plant | Any fixed/mobile/portable machinery, equipment, appliance, implement or tool, and includes anything fitted, connected, or related to them. |
| PPE | Personal Protective Equipment |
| SDS | Safety Data Sheet |
| Task Risk Assessment (TRA) / Job Safety Assessment | Job Safety Analysis Procedure and eForm |
| Tool | A handheld device that aids in accomplishing a task |

# Governance

|  |  |
| --- | --- |
| **Parent policy / standard** | Zero Harm Policy |
| **Associated procedures / standards** | * Plant & Equipment Procedure * Safe Work Instructions (Various Plant) * Task Risk Assessment (JSA) Procedure/eForm * Asset Management Plan(s) * Asset Creation, Change and Disposal Procedure * Waste Management Standard * Waste Management Plan * Incident Response and Reporting Procedure * Lockout Tagout Standard & Procedure * Operation Manuals (Various assets/sites) * Plant and Equipment Register |
| **Legislation mandating compliance** | * Victorian Occupational Health & Safety Act 2004 * Victorian Occupational Health & Regulations 2017 * WorkSafe Compliance Code – Plant, Edition 2, December 2019 * Environmental (EPA) Act, Regulations and general environmental duty (GED) * Safe Drinking Water Act and Regulations * Dangerous Goods Act and Regulations |
| **Approval** | Executive Committee |
| **Owner** | GM Assets & Service Delivery |
| **Content enquiries** | BM Corporate Services  Safety Field Officer  Environmental Risk Compliance Officer |

# Document version history

|  |  |
| --- | --- |
| Version | Changes made to document |
| 1 | New document created as part of the new IMS Standard Framework |
| 2 | * Re-worded Section 2 Out of scope: from “has taken legal ownership of a site” to “has been granted formal possession of a site”. |

# Appendix 1 – Plant and Equipment Classification

|  |  |  |
| --- | --- | --- |
| **Classification** | | |
| **Consumables, Tools & Equipment** | **Minor Plant & Equipment** | **Major Plant & Equipment** |
| **Power Tools**  e.g., Battery drills | **Minor Plant (Fixed: Powered and Un-powered)**  e.g., Drill Press, Pumps/Motors, Racking | **Major Plant (Fixed Assets)**  e.g., Centrifuge, Conveyors, Pressure Vessels, Cranes |
| **Other**  e.g., Ladders | **Minor Plant (Powered Portable)**  e.g., Chainsaws, Demo Saws | **Major Plant (Mobile)**  e.g., Trucks, Excavator, Forklift, Boats, Hydro Excavator (Hydrovac), Vehicle Cranes |
| **Safety Consumables**  e.g., First Aid Kits, Fire Extinguishers | **Minor Plant (Portable)**  e.g., Trailers, BBQ, Gas Heaters, | **Fleet Vehicles** |
|  | **Safety Equipment (Fixed or Portable)**  e.g., Breathing Apparatus, Slings/Harnesses/Defibs |  |
|  | **Monitoring Equipment / Instrumentation**  e.g., Online Meters, Laboratory Instruments |  |

1. The nominated person who is responsible for ensuring there is the system in place to meet a requirement (title in bold) or delivering a task to an acceptable level of performance. [↑](#footnote-ref-2)
2. The Executive are collectively accountable for the standard. The individual GM is the nominated person who will approve any capital / operating expense requests (within the Instrument of Delegation) and any material changes to current work practices to meet requirements of the standard. [↑](#footnote-ref-3)
3. Where equipment is manufactured internationally – the manufacturer or supplier must be consulted for assurance that the item complies with relevant Australian Standards. [↑](#footnote-ref-4)
4. Could be a Wannon Water employee, with the required training/experience, a manufacturer, a supplier, or a qualified technical expert, where we don’t have the required knowledge to assess suitability or regulatory implications. [↑](#footnote-ref-5)
5. Or are being supervised by an experienced/qualified person when being trained to use the item. [↑](#footnote-ref-6)