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## Plant and Equipment Policy

Tony's Tuna International is committed to producing quality products and services in a timely fashion, whilst ensuring, as far as reasonable practicable, the safety of those people who are employed by the company.

It is the aim of Tony's Tuna International to protect its workers from risk associated with the plant and equipment with which they work. This will be achieved by the following:

- Ensuring the hazards associated with the use of the plant and equipment in the workplace are identified and the risks to health and safety are assessed and controlled
- The major goal is to obtain elimination of the risk. Where elimination is not practicable, minimising the risk to health and safety arising from the plant and equipment, to the lowest possible level.
- Ensuring that all plant and equipment is designed, installed, commissioned, maintained and used with the safety of employees as paramount. Australian Standards, Safety regulations and Codes of Practice will be adhered to at all times.
- Maintaining all relevant documentation including –
  - manufacturer's instruction / operation booklets
  - Risk assessments of the plant
  - Maintenance records
  - Records of any modifications / improvements and the impact on the risks associated with the plant.
- Training on operating plant and equipment will be provided to the immediate supervisors and those employees whose duties require them to work on the plant.
- All plant and equipment for which registration certificates required by legislation or regulation will be obtained and kept up to date.

### Purchasing Plant and Equipment

The purchasing of plant and equipment will be planned and coordinated, following company procedures for capital expenditure.

All plant and equipment acquisitions will be in consultation with the Management Committee if the proposed plant and equipment has not been previously used by the company or is not an identical replacement for existing plant and equipment.

Under the Work Health and Safety Regulations (SA) 2012, importers, suppliers, Australian designers or manufacturers **must** supply information on the plant in relation to the hazards associated with the plant and equipment. The company will not accept any plant or equipment unless those statements are available.

## Plant Policy

Where plant and equipment is imported from overseas (new or used), all regulatory requirements of identifying hazards of the plant will be met before importing. Where necessary this will be done in consultation with appropriate advisory bodies.

All persons erecting or installing plant or equipment will ensure that prior to and during the installation process, hazards are identified and addressed using the hierarchy of control, administrative control and personal protective equipment.

All plant or equipment must be commissioned with a risk assessment of the plant or equipment integrated into the whole system. This assessment will be retained. The plant or equipment must not be used by employees until this risk assessment has been completed and the identified controls put into place.

The control of any identified hazards will follow the hierarchy of control and be used in designing work policies and work instructions.

Particular attention will be given to:

- Plant or equipment under pressure
- Plant or equipment with hot or cold parts
- Powered mobile plant and/or equipment
- Plant or equipment with moving parts
- Electrical plant and/or equipment
- Plant and/ or equipment designed to lift or move
- Scaffolds

All records of plant and equipment risk assessments will be retained until reviewed and a new assessment report becomes available. Risk assessments and hazard analysis must be valid and updated if any changes to the plant, equipment or processes are made. On the sale of any item of plant or equipment, the risk assessment will be given to the new owner.

Authorising Officer:

  
General Manager

Date: 27/02/2015