

1.0 Overview

Wesfarmers Industrial & Safety (WIS) is committed to the health, safety and wellbeing of all people associated with its operations, and to providing a safe working environment.

WIS recognises the importance of providing a systematic approach to eliminate or reduce the risk of death, injury, illness or poor health from the use of plant, equipment or structures.

2.0 Purpose

The purpose of this Standard is to provide a framework for the identification, management and review of risks arising from plant, equipment and structures in the workplace.

3.0 Scope

This Standard applies to all WIS business units.

Individual business streams may have additional procedures for specific plant, equipment and structure requirements (for example Major Hazard Facility process safety requirements).

This Standard is not intended to cover:

- Plant that relies exclusively on manual power for its operation and is designed to be supported by hand – a general duty of care applies to this type of plant; and
- Specific requirements for Mobile plant and equipment – refer to 5.23 – Mobile Equipment; and
- Specific requirements for motor vehicles, prime movers and rigid trucks – refer to 4.2 Driver Safety or other equivalent standard/procedure; and
- Office and kitchen equipment (except where extreme environmental conditions may result in faulty office or kitchen equipment). Staff should not bring in their own kitchen or office appliances (such as heaters, fans, radios) – if needed, the business should supply these as required and they must be electrically tested and tagged;
- Plant or equipment that is designed, manufactured, supplied or installed in a customer's premises as part of WIS services.

4.0 Responsibilities

4.1 Executive Leadership Team

- Ensure the adoption and implementation of this Standard;
- Ensure that all WIS managers understand and implement the Standard in their areas of responsibility;
- Ensure that adequate resources are allocated for the education, training, and other requirements of this Standard.

4.2 Managers

In addition to their responsibilities as a Team member:

- Implement the requirements of this Standard within their area of responsibility.

4.3 HSW Team

- Support the implementation and maintenance of this Standard;
- Monitor compliance to the requirements of this Standard.

4.4 Team Members

- Follow all reasonable instructions in relation to plant, equipment and structures;
- Not operate plant or equipment for which they are not authorised, competent and (where relevant) licensed to do so;
- Report immediately any faults/issues with plant, equipment or structures in line with WIS procedures.

5.0 Requirements

5.1 Lifecycle – Risk Management

- Identification, management and review of risks relating to plant, equipment and structures will be carried out in accordance with 4.1 Risk Management Standard, in consultation with affected team members and/or their representatives.

If hazards, risks and control measures relating to an item of plant/equipment or a structure are well known and understood, and effective controls are able to be readily implemented, a formal risk assessment is not required.

- Hazards and associated risks will be identified by the WIS responsible manager during:
 - o Pre-purchase and/or procurement stage;
 - o Installation and/or implementation stage;
 - o Decommissioning and/or disposal.
- Consideration will also be given to hazards identified, and risk control measures, following incidents involving plant, equipment or structures; also prior to re-energisation.
- Outcomes will be used to identify and implement risk control methods in line with the Hierarchy of Controls.
- The WIS responsible manager will ensure that:
 - o Interim risk controls are implemented where the need is identified;
 - o Team members are competent in the application of risk control measures relating to plant, equipment and structures (for example, access controls, safety features such as emergency stops, guarding and warning devices, isolation of energy sources, Permit to Work and others);
 - o Risk controls effectiveness is regularly reviewed, and if necessary revised, in consultation with affected team members. This may occur during workplace inspections, Toolbox talks, Walk the Talks, audits, day to day consultation and other activities.

5.2 Pre-Purchase of Plant, Equipment and Structures

- Consultation with team members and/or their representatives around health and safety aspects of plant/equipment is required during the planning and purchasing process. Identification of hazards

and risks will consider hazards that may come from the plant itself, also from how and where the plant is used.

- The WIS responsible manager will ensure that specific health or safety-related requirements for one-off items of plant/equipment to be purchased are agreed with, and communicated to, the supplier.
- For off-the shelf items (such as portable power tools), the WIS responsible manager will check that the item to be purchased meets the business' requirements, prior to issuing of a purchase order.
- For purchasing of mobile plant a 5.23.2 MHE Procurement Checklist is to be completed.
- At Bullivants, purchases of new and existing plant/equipment are subject to Bullivants' new supplier and product evaluation and approval processes.

5.2.1 When purchasing to REPLACE an existing item of plant or equipment **and** a CAPEX form is required:

- Determine the risk rating (per WIS Risk Matrix) for inclusion on Capital Expenditure Proposal Form or equivalent; 5.7.2 Pre-purchase checklist may be used as a guide for this purpose. This should also consider available risk assessments provided by the supplier or completed internally, relevant incident/hazard reports, adequacy of any control measures, and input of affected team members.
- If the risk rating for the equipment is 'Very High' or 'High', then additional controls are required - obtain guidance from the HSW Manager.

5.2.2 When purchasing or procuring NEW plant or equipment **and** a CAPEX form is required:

- Hazards and risks associated with use, handling and maintenance of the proposed plant, equipment or structure will be identified in consultation with affected team members through a review of:
 - o Records/reports of incidents, injuries, and industry data associated with the plant, equipment or structures;
 - o Manufacturer's/supplier's risk data;
 - o Applicable Australian New Zealand Standards;
 - o Relevant GetSAFE Standard/s;
 - o Other relevant data sources.
- Determine the risk rating (per WIS Risk Matrix) for inclusion on Capital Expenditure Proposal Form or equivalent; 5.7.2 Pre-purchase checklist may be used as a guide for this purpose. If the risk rating for the equipment is 'Very High' or 'High', then additional controls are required - obtain guidance from the HSW Manager.
- If identified hazards/risks cannot be eliminated, then reconsider the purchase of the plant, equipment or structure and replace with a safer alternative. Or, implement further control options to minimise the risks to health and safety (in line with the Hierarchy of Controls).

5.3 Installation and Implementation Process/Stage

Following purchase (new or replacement plant, equipment or structure), the WIS Responsible Manager will ensure that:

- Fixed plant/structures are installed by a competent and (if applicable) licensed/certified person;
- All identified risk control measures are implemented before first use of the plant/equipment; if required use 5.7.1 Plant and Equipment Hazard & Risk Checklist in consultation with affected team members, and/or consult with the HSW Manager to assist in identifying risks and control measures;

- Consideration is made of the need to develop a Safe Operating Procedure based on risk assessment;
- Supplier's and/or manufacturer's documentation and operating instructions are obtained and reviewed in consultation; and, where applicable, considered in development of any WIS-specific operating information;
- Training has been provided and licensing/competency requirements are met before the plant, equipment or structure is used.

5.4 Plant, Equipment and Structure Inspection, Servicing, Maintenance and Repair

- WIS responsible managers will ensure that plant, equipment and structures are inspected periodically for on-going condition, performance and integrity of safety features.
- Inspections may be in the form of daily inspections, pre-start checks or as per other business requirements, and will be completed by a competent person. Typical servicing/maintenance frequencies are set out in 6.2.1 Inspection, Testing and Monitoring Matrix, or an equivalent matrix/schedule.
- Records of inspection will be kept in accordance with Standard 3.6 Document Control & Records Management. Where a specific inspection requirement has not been identified, a visual pre-start inspection of plant/equipment will be undertaken as good practice.
- Any faults or hazards identified will be rectified as soon as possible. If they cannot be rectified immediately, then the item will be quarantined and, where practical, locked out or disabled by a competent person to prevent a release of energy or start up; and/or locked out and/or tagged out to prevent inadvertent use. WIS team members undertaking such work on customer sites will follow customer requirements or the WIS Procedure – whichever is the more stringent. 5.7.3 Lock-out & Tag-Out Procedure refers.
- Plant requiring repair will be inspected by a competent person prior to return to service.
- Plant/equipment faults will be recorded and reported through the relevant channel, depending on business unit.

5.5 Electrical Plant

- Electrical risks will be minimised through the use of appropriate Residual Current Devices (RCDs) at WIS workplaces in line with WHS Regulation requirements. In relation to WIS workplaces that are leased, RCD protection of fixed switchboards is primarily the responsibility of the property owner.
- The WIS responsible manager will ensure that:
 - o Inspection, testing and tagging of portable electrical plant is carried out by a competent person in line with the WHS Regulation, and in line with 6.2.2 Schedule for the Frequency of Electrical and RCD Testing); and that records retained (or are made accessible) on-site.
 - o All electrical work (as defined in the WHS Regulation) is carried out by a competent, licensed person.
 - o No 'live' electrical work (work on de-energised electrical equipment) is carried out (by contractors) unless the conditions in the relevant WHS Regulation are satisfied.

5.6 Permit to Work for High Risk Tasks

- Where identified in line with 5.8 Permit to Work Standard, an appropriate Permit will be used by competent WIS team members or contractors (as applicable) to carry out high-hazard work on plant, equipment or structures (e.g. Hot Work; Work at Height; Confined Space Entry).

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- WIS team members undertaking such work on customer sites will follow customer requirements or the WIS Procedure – whichever is the more stringent.

5.7 Decommissioning, Withdrawal from Service & Disposal

- When plant, equipment or structures are no longer required, have come to end of their life, are deemed unsafe, or a safer alternative is sourced, they will be decommissioned, withdrawn from service (for example quarantined, with any power source securely isolated and tagged out) and safely disposed of.
- Decommissioned/disposed plant, equipment and structures will be recorded on WIS site-specific plant and equipment registers.
- Decommissioning will be carried out by competent (and as applicable, licensed) person/s in line with any manufacturer's/supplier's instructions, and in an environmentally friendly manner.

Where plant, equipment or structures are on-sold or traded-in, the WIS responsible manager will ensure:

- Any faults in the plant are clearly identified;
- Written notice is supplied to the new owner:
 - of the condition of the plant; any modifications to the plant; any faults identified; and
 - if appropriate, that the plant should not be used until the faults are rectified.

5.8 Registration

The WIS responsible manager will ensure that:

- A plant & equipment register (or equivalent) is maintained for each WIS site;
- Any statutory plant registration requirements are completed in accordance with WHS Regulations.

5.9 Temporary and/or construction plant on WIS site

Third parties (including WIS contractors) bringing temporary and/or construction plant on WIS premises:

- will retain responsibility over the plant and ensure that plant does not pose a risk to WIS personnel, customers or the general public;
- will complete, and provide to WIS documented evidence of, regular inspections and preventive maintenance.

5.10 Plant, Equipment and Structures for Commercial Purposes

- Where WIS designs, manufactures, installs, hires, inspects or repairs plant, equipment or structures as a service (that is to third party customers/clients) WIS will satisfy its 'upstream' health and safety duties in accordance with the WHS Regulation.

6.0 Definitions

High Risk Work	The type of work undertaken with high risk plant or equipment requiring a High Risk Work License as set out in the WHS Regulation.
Decommissioning	The formal termination of plant in such a manner that all forms or proof of existence are removed from an operating environment.
Plant and equipment	Include: Fixed plant or equipment (examples: embroidery machine, press, test bed, drop saw, pallet wrapper, conveyor belt, hoist mast, lathe, mezzanine)

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	▪ Mobile equipment that does not require a licence (examples: mobile test bed, welding trailer, overhead crane, hoist) ▪ Powered hand tools – fixed or portable (examples: grinders, drills, welders) ▪ Items used in WIS workplaces on- or off-WIS premises; ▪ Plant that is purchased, hired or leased.
Structure	Anything constructed, whether fixed or moveable, temporary or permanent, including buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); any component or part of a structure.

7.0 References

- Australian State & Territory, and New Zealand, Work Health & Safety Acts & Regulations (or equivalent)
- AS/NZS 4801 Occupational Health & Safety Management Systems
- National Self-Insurer OHSMS Audit Tool (NAT)
- Code of Practice – Managing the Risks of Plant in the Workplace

GetSAFE Standards/Documents

- HSE Pillar 5: Hazard & Risk Management
- 2.2 HSE Planning
- 3.5 HSE Reporting
- 4.1 Risk Management
- 4.3 HSE Design Control
- 4.4 Management of Contractors
- 4.11 Management of Change
- 5.7.3 Lock-Out & Tag-Out
- 5.8 Permit to Work
- 5.23 Mobile Equipment
- 6.2 Inspection, Testing & Monitoring
- 6.3 Incident Response Reporting & Investigation
- Applicable WIS Safe Operating Procedures
- Bullivants and Coregas-specific documents for inspection, repair, and maintenance of plant, equipment or structures, and relevant JSA/JSEAs
- WIS Capital Expenditure Policy and Procedure ('CAPEX form') or equivalent

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8.0 Version History

DATE	AUTHORISATION	DESCRIPTION OF CHANGE
6 March 2006	WIS Executive Leadership Team	First issue of Policy (Katrina Symons).
28 April 2006	Managing Director	Updated distribution list; update 5.7.1 to be a Plant and Equipment Risk Identification Checklist with 4.1.3a to be the risk assessment form.
28 November 2006	Group HSE Manager	Updated 9.2; and 5.7.1 Plant and Equipment Risk Identification Checklist. Minor formatting changes to 5.7.1, 5.7.2, 5.7.3.
4 March 2007	WIS Executive Leadership Team	Inclusion of the 5.7.4 Quarterly Forklift Compliance Checklist. Distribution list removed – now only available on GetSAFE Community portal.
4 March 2008	Group HSE Manager	Minor changes to 5.7.2 and 5.7.3 and under section 8 replaced Vic & NSW OH&S Acts with “All Australian OH&S Acts and Plant Regulations”
January 2010	Group HSE Manager	Update to new GetSAFE Format. Change Plant and Equipment Register, includes process map and flowcharts.
March 2011	Group Manager OHS	Update of 5.7.2-a Electric Daily Plant and Equipment Inspection Checklist 5.7.2-b LPG Daily Plant and Equipment Inspection Checklist 5.7.2-c Daily Stock picker Inspection Checklist 5.7.4 Plant and Equipment Compliance Checklist Remove 5.7.5 Plant and Equipment Register
May 2011	Group Manager OHS	Removal of: 5.7.2-a Electric Daily Plant and Equipment Inspection Checklist 5.7.2-b LPG Daily Plant and Equipment Inspection Checklist 5.7.2-c Daily Stock picker Inspection Checklist 5.7.4 Plant and Equipment Compliance Checklist And any reference to Mobile equipment (covered now in 5.23 Mobile equipment Standard) Inclusion of Online plant and Equipment Register
July 2013	Group HSE Manager	Update to reflect harmonised WHS Laws and Code of Practice. Incorporated Standard 5.8 – Isolation Lockout/Tag out (LOTO) Standard. Introduced pre-purchase checklist to support CAPEX requirements; minimised requirements to complete ‘5.7.1 Plant & Equipment Hazard Identification Form’. Removed HRW Licensing and Training requirements (covered by Standard 3.2). Introduced ‘Overhead Crane Pre-start Checklist’.
January 2014	Group HSE Manager	Update 5.7.3 - Lock out and/or Tag-out procedure. Repeal Standard 5.8 Lock Out Tag Out from HSE Management System.
March 2018	GM – Health Safety & Wellbeing	Update to further clarify plant purchasing/procurement processes; reformatting; role title changes

9.0 Attachments

- Nil