

Fleet Maintenance Management Plan

SAMPLE

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Purpose and Scope

This Fleet Maintenance Management Plan sets out the systems, procedures and responsibilities for ensuring that all vehicles, mobile plant and associated equipment operated by [Company Name] are maintained in a safe, roadworthy and compliant condition.

The objectives of this plan are to:

- Ensure vehicles and mobile plant are maintained so far as is reasonably practicable to eliminate or minimise risks to workers and others.
- Support [Company Name] to meet its duties under applicable work health and safety (WHS) legislation, Heavy Vehicle National Law (HVNL), Road Traffic Acts and Australian Standards.
- Provide clear instructions for scheduling, conducting and documenting maintenance activities.
- Integrate fleet maintenance into [Company Name]'s broader WHS management system and Chain of Responsibility (CoR) obligations.

This plan applies to:

- All light vehicles, trucks, trailers and combinations used for transport and logistics activities.
- Forklifts, reach trucks, telehandlers and other mobile plant used in warehousing and distribution.
- Tractors, harvesters, UTVs, ATVs and bikes and agricultural machinery used in farming and agriculture.
- Earthmoving plant such as excavators, loaders, graders, rollers and water carts used in civil construction and earthworks.
- Service vehicles, workshop equipment and mechanical tools used in automotive and mechanical operations.

It covers all workers, including employees, contractors, subcontractors, labour-hire personnel and volunteers who operate, maintain, manage or supervise the use of vehicles and mobile plant on behalf of [Company Name].

Legislative and Standards Framework

Key WHS Legislation

This plan is designed to support compliance with, and should be read in conjunction with, as applicable in the relevant jurisdiction:

- Work Health and Safety Act and Regulations (or equivalent OHS legislation in WA and VIC).
- Heavy Vehicle National Law (HVNL) and associated regulations.
- Road Traffic / Road Safety legislation and vehicle standards.
- Rail Safety legislation where road-rail vehicles are used.

Under these laws, [Company Name] has a primary duty of care to ensure, so far as is reasonably practicable, that vehicles and mobile plant used for work are without risks to health and safety. This includes ensuring that vehicles are properly maintained and fit for purpose.

Relevant Standards and Codes of Practice

The following standards and guidance documents should be considered when implementing this plan:

- AS/NZS 4024 series – Safety of machinery (where applicable to mobile plant).
- AS 2550 series – Cranes, hoists and winches – safe use (where applicable to vehicle loading cranes and lifting equipment).
- AS 1418 series – Cranes, hoists and winches – design and construction.
- AS/NZS 4801 / ISO 45001 – Occupational health and safety management systems.
- Manufacturer's specifications, service manuals and technical bulletins.
- Safe Work Australia and state regulator codes of practice and guidance materials on:
 - Managing risks of plant in the workplace.
 - Managing the risks of fatigue.
 - Traffic management in workplaces.

[Company Name] will monitor changes to legislation, standards and guidance material and update this plan as required.

Roles, Responsibilities and Accountability

Clear allocation of responsibilities is essential to effective fleet maintenance and WHS compliance.

Officers (Directors, Executives)

Officers of [Company Name] must exercise due diligence to ensure that the organisation complies with its WHS duties in relation to fleet maintenance. This includes:

- Ensuring appropriate resources and processes are available and used to maintain vehicles and plant.
- Verifying that maintenance systems are implemented and effective.
- Receiving and reviewing reports on fleet condition, defects, incidents and compliance.

Fleet / Operations Manager

The Fleet or Operations Manager (or equivalent role) is responsible for:

- Implementing this Fleet Maintenance Management Plan across all operations.