

Plant and Equipment Management Plan

SAMPLE

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SAMPLE

Purpose and Scope

This Plant and Equipment Management Plan sets out how [Company Name] will manage the health and safety risks associated with the selection, commissioning, operation, maintenance and disposal of plant and equipment.

It is intended to ensure systematic compliance with relevant Work Health and Safety (WHS) legislation, Australian Standards and industry codes of practice across all operations, including:

- Manufacturing and production facilities
- Metal fabrication and welding workshops
- Farming and agricultural operations
- Mining and resources activities
- Civil construction and earthworks projects
- Automotive and mechanical workshops

This Plan applies to all plant and equipment, owned, leased, hired, borrowed or otherwise controlled by [Company Name], including but not limited to:

- Fixed plant (e.g. presses, conveyors, crushers, processing lines)
- Mobile plant (e.g. forklifts, loaders, excavators, tractors, harvesters)
- Powered tools (e.g. grinders, welders, drills, chainsaws)
- Pressure equipment (e.g. compressors, boilers, gas cylinders)
- Lifting equipment (e.g. cranes, hoists, vehicle hoists, jacks)
- Vehicles used for work purposes
- Temporary plant (e.g. hired earthmoving equipment, generators)

This document should be read in conjunction with [Company Name]'s WHS Policy, Risk Management Procedure, Contractor Management Procedure, and relevant Safe Work Method Statements (SWMS) and Safe Operating Procedures (SOPs).

Objectives

The objectives of this Plant and Equipment Management Plan are to:

- Eliminate or minimise risks to health and safety arising from plant and equipment
- Provide clear responsibilities and accountabilities for managing plant risks
- Ensure plant and equipment is fit for purpose and properly maintained
- Ensure only competent and authorised persons operate plant
- Ensure statutory inspections, testing and certifications are completed and recorded

- Support WHS compliance with applicable legislation, codes of practice and standards
- Provide a consistent approach across all [Company Name] sites and projects

Definitions

Key Terms

- **Plant:** Any machinery, equipment, appliance, container, implement and tool, and any component or anything fitted or connected to those things. Examples include fixed machinery, mobile plant, powered tools, vehicles, lifting devices and pressure equipment.
- **Mobile plant:** Plant that is self-propelled or can be moved, such as forklifts, excavators, loaders, tractors, harvesters, graders, elevated work platforms and mobile cranes.
- **High risk plant:** Plant that requires registration of design and/or item under WHS legislation (e.g. certain pressure equipment, amusement devices, lifts, some cranes and hoists, tower cranes, vehicle hoists, boilers).
- **Guarding:** Physical or interlocked barrier or device designed to prevent access to moving or hazardous parts of plant.
- **Isolation:** The separation of plant from all energy sources (e.g. electrical, hydraulic, pneumatic, mechanical, chemical) in a way that prevents inadvertent reconnection.
- **Competent person:** A person who has acquired, through training, qualification or experience, the knowledge and skills to carry out a task.
- **Authorised operator:** A worker formally approved by [Company Name] to operate specific plant or equipment.
- **SWMS (Safe Work Method Statement):** A document that sets out the high-risk construction work activities, hazards and controls.
- **SOP (Safe Operating Procedure):** A step-by-step written procedure for safely operating specific plant or equipment.

Legislative and Other Requirements

[Company Name] will manage plant and equipment in accordance with applicable WHS legislation and guidance, including (as relevant to the jurisdiction):

- Work Health and Safety Act and Regulations
- State or Territory-specific WHS/OHS legislation where applicable
- Codes of Practice for Managing Risks of Plant in the Workplace
- Codes of Practice for Welding Processes, Confined Spaces, Hazardous Manual Tasks and similar
- Australian Standards relevant to plant and equipment, such as:
 - AS/NZS 4024 series – Safety of machinery