HASLIN

Plant Safety Management

SEQ-PR-006

Document History			
Revision	Description of Amendments	Reviewed By	Date
8	Update to Haslin's new branding	Jeremy Wallis	01/09/2016
9	Adding Lifting Equipment Frequency Table	Jeremy Wallis	23/6/2017
19	Updated Frequency Table and Section 14 Lifting Clutches	Jeremy Wallis	12/9/17
11	Licence requirement when operating plant on a Haslin Site	Jeremy Wallis	12/12/17
12	Minor Updates	Jeremy Wallis	05/06/2020
13	Panel Review	Clare English	17/08/2022
14	Minor Updates	Clare English	31/07/2023
15	Minor updates	Iain Johnston	17/01/2024
16	Update for Spotter competencies and workers on foot	Tim Kelly	25/03/2024
17	Updated for SOA and VOC requirements	Tim Kelly	10/7/2024
18	Updated for Small Plant and Equipment	Jelmer Sanders	17/03/2025

Document Approval			
Revision	Approved By	Signature	Date
18	Tim Kelly	Tim Kelly	17/03/2025

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Table of Contents:

1. Scope

The scope of this procedure is to establish a method for ensuring plant and equipment as defined in WHS Regulations are designed and inspected for hazards, risks assessed, and control measures implemented in accordance with the hierarchy of controls.

The procedure also outlines servicing and maintenance requirements to ensure safe operating condition of plant.

2. Application

This procedure applies to all Haslin employees and in particular to:

- Those who are responsible for the purchase of plant and equipment
- Hiring of plant and equipment
- Those who are responsible for maintenance and repair
- Project personnel to ensure that plant and equipment brought on to the site by Haslin and its subcontractors are compliant
- Operators of plant

3. References

- WHS Act 2011 (NSW)
- WHS Regulation 2017 (NSW)
- WHS Act 2011 (QLD)
- WHS Regulations 2011 (QLD)
- ISO 45001 WHS Standard Clause 6.1.2
- SEQ-PR-001 Risk Management
- National Standard for Plant (NWHSC: 1010 1994)
- Code of Practice – Managing the Risks of Plant in the Workplace (Safework NSW August 2019)

4. Definitions

Administration Controls	Means hazard controls, which use systems of work to eliminate or reduce risks to health or safety.
Engineering Controls	Means hazard controls, which use engineering measures to change the physical characteristics of plant to eliminate or reduce risk.
Hazard	Means the potential to cause injury or illness or damage.
Plant	Means all the types of equipment specified in the WHS (Plant) Regulations. Plant includes machinery, tools, appliances and equipment.
Major Plant	Includes boilers & pressure vessels, lifts & hoists, elevated work platforms, cranes over 10t lift capacity, gantry cranes with an SWL greater than 5t, etc.

Equipment that processes material by way of mechanical action:	Drill presses, bench grinders, power presses, lathes etc.
Practicable	Means having regard to the severity of the hazard or risk, the current knowledge about the hazard, ways of mitigating it, and the availability/suitability of hazard controls and their costs.
Risk	Means the likelihood of injury, illness or damage arising from exposure to any hazard.

5. Legal Requirements

Consultation before major purchases with the affected employees in the work area is required to achieve legislative compliance concerning consultative mechanisms as per the WHS Act 2011.

WHS Regulations identify the following categories across which Haslin must apply risk management principles:

- Design – designer of plant must give information to manufacturer. Some equipment requires design registration or item registration under the plant registration system
- Manufacture – manufacturer must give information to supplier on safe commissioning, use, maintenance and repair.
- Supplier – must give information to employer [end user] on safe commissioning, use, maintenance and repair.
- Employer – must assess all the risks associated with the above activities in consultation with the workforce
- Employer - must assign authority and responsibility for the safe commissioning, use maintenance and repair of plant, provide adequate training and hazard controls, and carry out regular surveillance of the implementation of the controls and adequacy of training.

Haslin must manage risks to health and safety associated with the following:

- the plant overturning,
- things falling on the operator of the plant,
- the operator being ejected from the plant,
- the plant colliding with any person or thing,
- mechanical failure of pressurised elements of plant that may release fluids that pose a risk to health and safety.
- operator protective devices for the plant are provided, maintained and used.

Items of plant requiring plant item registration or design registration with a state WHS regulator are listed in Appendix A. Design registration must be completed by the designer to confirm the design was produced in accordance with published standards and engineering principles. Plant item registration must be completed by the person with management or control of the item, such as the owner or lessee. A current certificate of registration must be provided before using such items of plant. These items of plant may be subject to periodic inspection to retain certification.

6. Procedure

6.1. Purchasing of Plant

Haslin Senior Leadership, in conjunction with all relevant end users, will consider all safety, operational & mechanical aspects prior to any agreed plant purchases.

This includes:

- Consultation with the relevant staff about the purchase of plant, equipment, services and material,
- Applicable legislative requirements and Australian Standards must be observed,
- A Plant Risk Assessment must be provided by the supplier of the plant in accordance with the hierarchy of controls.

6.2. Use of Plant on Site

Prior to any plant being used on site, the following must be completed:

- SEQ-CL-010 Plant Authorisation Inspection Checklist (Hammertech Plant Authorisation Inspection Checklist) to check for compliance with registration, applicable legislation standards, codes of practice, guidelines, the need for ROPS or FOPS and operation and maintenance manuals and to identify hazards specific to the site,
- SEQ-TP-010 Plant and Equipment Register (Hammertech Equipment Tab) for each project to record details of inspections including maintenance, insurances, registrations, hours of use and service intervals.
- SEQ-CL-028 Daily Plant inspection Checklist (Hammertech Equipment Inspection) and regular maintenance,
- The operator must read the Plant Risk Assessment,
- The operator must sign the Safe Work Method Statement for High-Risk work activity.
- The manufacturers operator's manual must be in the machine.
- SEQ-FM-116 Potholing Permit and SEQ-FM-047 Excavation Permit must be completed prior to any potholing and/or excavation.

The frequency of inspections to plant and equipment on site is to be carried out as per the table in Appendix C.

Wherever practicable, the risk of collision between plant and plant or plant and people or the risk of causing damage to assets or property must be reduced through the implementation of elimination, substitution, isolation or engineering controls. Where this is not practicable, a spotter must be used when using mobile plant in the following situations.

- During excavation work where there is a risk of damaging services, adjacent structures or as required by client or service provider procedures
- To maintain separation between plant and plant or plant and people where there is a risk of collision
- While working near overhead power lines where Safe Approach Distances may be encroached
- When the operator does not have a clear view of the work area
- If there is a risk of the plant becoming unstable

The responsibilities of the Spotter include:

- Has the authority to stop work
- Is the focus of all communication for the specific work area/activity
- Coordinate and direct people and plant via instructions
- Always stand in a safe zone
- Before starting work on site, they must be familiar VMP
- Must complete Worker on Foot training
- Have clear and concise communication skills
- Be confident to direct staff and visitors
- Commitment not to be distracted from the role at anytime
- Not perform any other duties while acting as a spotter

6.2.1. Use of plant for stockpile management works

In the circumstance where an excavator is carrying out stockpile management works on top of a stockpile, a 1:2 (vertical:horizontal) batter must be maintained on all faces of the stockpile to ensure stability and safety of the excavator. Where this is not practicable, the work environment, ground conditions and stability of the excavator must be risk assessed.

6.3. Maintenance, Servicing and Repairs of Plant and Equipment

The Project Team is responsible for notifying the supplier of each item of plant on site when servicing is due in accordance with the manufacturers' recommended service intervals as recorded in the SEQ-TP-010 Plant and

Equipment Register (Hammertech Equipment Tab) for each project. Employees are to report all breakdowns of plant immediately to the Site Manager who will inform the supplier of the plant of the needed repairs. No servicing or repairs are to be performed by the Haslin project team. All servicing and repairs are to be performed by the supplier of each item of plant and at the completion of the servicing or repairs, the supplier must provide the project team with a copy of the service or repair maintenance report. Daily maintenance such as checking fluid levels and greasing machines is to be performed by the operator. Any damage to an item of plant must be reported by the Operator to the Site Manager.

Haslin SEQ-PR-018 Isolation, Lock Out – Tag Out Procedure must be implemented during maintenance or repair of any equipment on site. Particular attention should be given to ensuring that all stored energy, either from the operation of the plant or its malfunction, is released prior to commencing maintenance.

6.4. Separation of Plant and Workers

For each workplace, consideration needs to be given to:

- The need to maintain separation between plant and workers on foot
- The need to maintain separation between plant and plant
- The need to maintain separation between heavy vehicles and light vehicles

Planning is an integral part of keeping workers on foot safe from mobile plant. The Project program should be reviewed to eliminate where possible, activities where workers on foot and mobile plant may conflict. Where it cannot be eliminated, the hierarchy of controls must be used to implement separation controls to reduce the risk. Workers on foot should be considered when developing the Project Risk Register identifying all key activities that have the potential to involve workers on foot near mobile plant. The Project Risk Register must assess the risks pre and post controls.

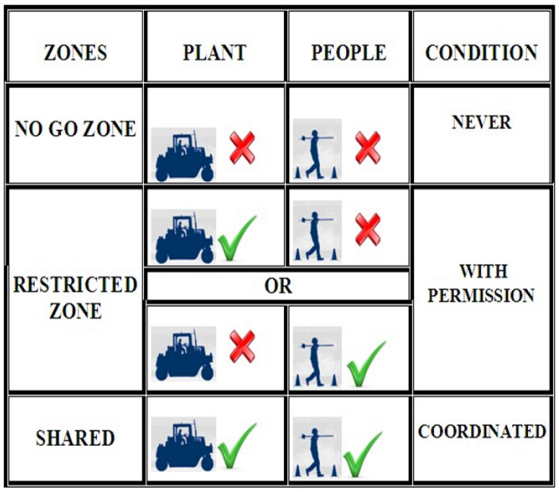
All plant movements must be managed to avoid potential collision particularly in relation to multiple plant movements, reversing plant with the presence of workers on foot and the control of entry and access points.

Vehicular Movement Plans must be an outcome of the risk assessment process, minimising the exposure of workers on foot to mobile plant. They should be undertaken for all plant movement activities and ensure that the interaction between light vehicles, haulage trucks and mobile plant is managed effectively.

VMP's should document the radio channel for each section of the project and clearly indicate which areas or routes are shared or designated for specific plant or vehicles only. VMP's should be regularly reviewed for effectiveness, updated as activities change and must be communicated prior to new changes being introduced. Current copies should be distributed as part of the site induction process.

Delineation and exclusion zones must be identified, established and documented during planning and included within Vehicle Movement Plans so that site zones are clearly visible to all employees, subcontractors and visitors to the site. Requirements for workers on foot must be included in the VMP and must identify:

- No go zones
- Restricted zones
- Shared zones
- Refuelling zone
- Marshalling zone for trucks
- Parking zones for both light vehicles & plant
- Pedestrian walkways
- Safe Zones



When working near mobile plant, all workers are not to come within 10 metres of any mobile plant unless approval is given by the operator and the mobile plant has ceased working.

All plant & heavy vehicles must have a unique identifying number that can be referred to when communicating on site. Light vehicles at a worksite are also required to have a unique identifying number, a flashing beacon and a non-tonal reversing alarm. A unique identifying number may be a company allocated plant number or a registration plate number.

6.5. Modifications to new or existing plant

Modifications to new or existing plant and equipment must meet the requirements of all applicable Australian Standards and the WHS legislative requirements. For any modified plant, a Plant Risk Assessment is to be provided by the person who is responsible for the modification. This must identify any changes to the plant or equipment to ensure that modifications are safe to use.

6.6. Plant Operation and Spotter Verification of Competency

The competency of plant operators and spotters must be verified before they commence work on site. To operate plant and equipment on Haslin sites, operators must meet the following competency requirements.

An operator must have for each item of plant they operate:

1. A High-Risk Work Licence issued by a State or Territory (expiry as per regulator - no additional VOC required);

or

2. Where a High-Risk Work Licence is not required:

   • A Licence/Ticket or Certificate of Competency issued by a State or Territory WHS regulator for which there is no longer a High-Risk Work Licence required e.g. load-shifting equipment; or

   • A Statement of Attainment or issued by a Registered Training Organisation (RTO) for the successful completion of the appropriate unit of competency in a Nationally Recognised Training (NRT) package.

Where a High-Risk Work Licence is not required, the competency of an operator must also be verified by:

1. Completion of a Statement of Attainment issued by a Registered Training Organisation (RTO) for the successful completion of the appropriate unit of competency in a Nationally Recognised Training (NRT) package in the last 3 years; or

2. Evidence of Competency assessed by an RTO against defined competency standards in line with a Nationally Recognised Training Package within the last 3 years; or

3. Evidence of Competency assessed internally by Haslin against defined competency standards in line with a Nationally Recognised Training Package within the last 3 years.

To perform an internal Haslin Verification of Competency, the following requirements must be met.

1. A structured template / questionnaire / checklist must be used that is aligned to the Nationally Recognised Training Package for the item of plant;

2. A VOC must be performed by someone who:

- Is competent as an assessor, i.e. who holds the TAE40122 Cert iv Training and Assessment (or superseded equivalent or higher), and
- Holds the necessary competence for the item of plant, i.e. someone who holds the licence or certificate of competence as an operator relevant to the type of plant; or

Or it must be performed by team of persons that collectively meet the criteria above. Records and documentation for all assessments of competency must be kept.

Where a High-Risk Work Licence is not required, for all new operators a Haslin Site Manager must complete SEQ-CL-096 Operator Performance Review to assess the proficiency, efficiency and productivity of a plant operator within the first shift the operator works on a Haslin site.

The following is a non-exhaustive list of Statements of Attainment which must be held by operators of the equipment listed below. Check with https://training.gov.au/ for the latest revision number which is denoted by a letter at the end.

• RIIMPO315 - Tractor • RIIMPO316 - Compactor • RIIMPO317 - Roller • RIIMPO318 - Skid Steer Loader • RIIMPO319 - Backhoe Loader • RIIMPO320 - Excavator • RIIMPO321 - Wheeled Front-End Loader • RIIMPO322 - Tracked Front End Loader (Drott) • RIIMPO323 - Dozer • RIIMPO324 - Grader	• RIIMPO325 - Scraper • RIIMPO326 - Water Cart • RIIMPO337 - Articulated Haul Truck/ Barford Dumper • RIIMPO338 - Rigid Haul Truck • RIIMPO336 – Belly Dump Truck • RIIHAN308 - Load and Unload Plant • TLILIC2005 – Elevated Work Platform Over 11m • RIIHAN301 – Elevated Work Platform Under 11m • RIIHAN309 – Telehandler

These competency requirements do not apply to the use of small plant and equipment which is covered in section 6.7 Small Plant and Equipment.

National High-Risk Work Licence Classes

The following classes of licenses can only be issued by a government issuing authority. Training and assessment for these classes of licenses can only be performed by an RTO. Application for a license must be made to the government issuing authority. A license for high-risk work must contain a photograph and an expiry date.

To ensure performance beyond the minimum competencies required for licensing, the person who engages or employs persons licensed to perform high risk work must provide such license holders with additional training, instruction and information on the equipment operation, hazards, risks and control measures relevant to their workplace. (Induction, Risk Assessment, HRCW SWMS, SOPs)

Classes of license

SB - Basic scaffolding – consists of scaffolding work connected with the operation or use of:

Modular or prefabricated scaffolds
Cantilevered materials hoists with a maximum working load of 500kg
Ropes and gin wheels
Safety nets and static lines, and
Bracket scaffolds (tank and formwork).

SI - Intermediate scaffolding – consists of all basic scaffolding work including scaffolding work connected with the use and operation of:

Cantilevered crane-loading platforms
Cantilevered and spurred scaffolds
Barrow ramps and sloping platforms
Perimeter safety screens and shutters
Mast climbers, and
Tube and coupler scaffolds (including tube and coupler covered ways and gantries).

SA - Advanced scaffolding – consists of all intermediate scaffolding work including all other scaffolding work connected with the use and operation of Hung scaffolds, including scaffolds hanging from tubes, wire ropes or chains, and Suspended scaffolds.

DG - Dogging – consists of the application of slinging techniques to move a load (including the selection and inspection of lifting gear) and/or the directing of a crane/hoist operator in the movement of a load when the load is out of the view of the crane/hoist operator.

RB - Basic rigging – consists of dogging and rigging work involving:

Movement of plant and equipment
Steel erection
Hoists (including mast climbing hoists)
Placement of pre-cast concrete
Safety nets and static lines
Perimeter safety screens and shutters, and
Cantilevered crane-loading platforms.

RI - Intermediate rigging – consists of all basic rigging work including rigging work involving:

Cranes, conveyors, dredges and excavators
Tilt slabs
Hoists with jibs and self-climbing hoists
Demolition
Dual lifts

RA - Advanced rigging – consists of all intermediate rigging work including rigging work involving:

Gin poles and shear legs
Flying foxes and cableways
Guyed derricks and structures
Suspended and fabricated hung scaffolds and Hoist Operation

CT - Tower crane – covers the operation of a jib or boom crane mounted on a tower structure, demountable or permanent, including both horizontal and luffing jib types.

CS - Self-erecting tower crane – covers the operation of a crane where the tower structure and boom/jib elements are not disassembled into component sections, which can be transported between sites as a complete unit, and where the erection and dismantling processes are an inherent part of the crane's function.

CD - Derrick crane – covers the operation of a slewing strut-boom crane with its boom pivoted at the base of a mast which is either guyed (guy-derrick) or held by backstays (stiff-legged derrick) and which is capable of luffing under load.

CP - Portal boom crane – covers the operation of a boom crane or jib crane mounted on a portal frame, which is supported on runways along which the crane travels.

CB - Bridge and gantry crane – covers the operation of bridge and gantry cranes controlled from a permanent cabin or control station on the crane and those which are remote controlled having more than three powered operations (hoist, raise and lower equals one operation), including the application of load estimation and slinging techniques to move a load.

CV - Vehicle loading crane – covers the operation of a crane with a capacity of 10 tonnes or more, mounted on a vehicle to move a load onto or from the vehicle, including the application of load estimation and slinging techniques to move a load.

CN - Non-slewing mobile crane – covers the operation of a mobile crane of greater than 3 tonnes capacity that incorporates a boom or jib which includes articulated type mobile cranes and locomotive cranes, but does not include vehicle tow trucks.

C2 - Slewing mobile crane – with a capacity up to 20 tonnes

C6 - Slewing mobile crane – with a capacity up to 60 tonnes

C1 - Slewing mobile crane – with a capacity up to 100 tonnes

C0 - Slewing mobile crane – with a capacity over 100 tonnes

HM - Materials hoist – covers the operation of a builder's hoist by which only goods or materials and not personnel may be hoisted and where the car, bucket or platform is cantilevered from, and travels up and down externally to, a face of the support structure.

HP - Personnel and materials hoist – covers the operation of a builder's hoist in which personnel, goods and/or materials may be hoisted, and which comprises a car, structure, machinery or other equipment associated with the hoist, and which may be either a cantilever hoist, a tower hoist or a multiple winch operation.

WP - Boom-type elevating work platform – covers the operation of a telescoping device, hinged device, or articulated device or any combination of these used to support a platform on which personnel, equipment and materials may be elevated to perform work, where the boom length is 11 metres or more.

The 11 metre boom length shall be taken to mean the greater of the following:

The vertical distance from the floor of the platform to the ground supporting the elevating work platform with the platform at its maximum height, or the nominal reach measured from the centre point of rotation to the outer edge of the platform in its most extended position.

PB - Vehicle-mounted concrete placing boom – covers the operation of vehicle mounted concrete boom pumping systems, including a minimum of two boom stages, and the use and monitoring of the boom distribution system.

LF - Forklift truck – covers the operation of a powered industrial truck equipped with a mast and an elevating load carriage to which is attached a pair of fork arms or other attachment.

LO - Order-picking forklift truck – covers the operation of a powered industrial truck of a type where the operator's control arrangement is incorporated with the load carriage/lifting media and elevates with it.

Vehicles

At all times, vehicles should only be operated by a person with a current drivers licence for that particular type of vehicle.

Industry issued competency cards

Elevated work platform under 11 metres (yellow card)

The yellow card is issued by the Elevated Work Platform Association of Australia. It has an expiry date of five years and a photo of the operator. Training is provided through Registered Training Organisations.

VL - Vertical Lift

SL - Scissor Lift

BL - Self Propelled Boom lift

TL - Trailer Lift

TM - Truck Mounted Lift

T - Transporting (Load restraint)

High-Risk Work License for elevated work platform over 11 metres (HRW – WP) - Covers the operation of a boom type Elevating Work Platform 11 metres and under.

Other construction equipment

Use of the following equipment should only be performed by a person who has been deemed to be competent before they commence work on site. Competency requirements are detailed in SEQ-PR-069 Training and Competency Procedure and SEQ-RG-002 Skills Matrix.

6.7. Small Plant and Equipment

Small plant and equipment in this procedure refers to is the following:

- *Generator.*
- *Compaction equipment.*
- *Demolition saw.*
- *Compressor.*
- *Masonry saw.*
- *Jackhammer.*
- *Chainsaw.*
- *Grinder.*
- *Trench Roller.*

All workers on site using any of these items of small plant or equipment must acknowledge the Haslin Safe Operating Procedure for the specific item of plant. Verification of this acknowledgement must be performed by a Haslin Supervisor or Safety Coordinator holding a Verification of Competency for RIISAM204E from an RTO or an internal Haslin Verification of Competency.

To perform an internal Haslin Verification of Competency for RIISAM204E, the following requirements must be met:

1. A structured template / questionnaire / checklist must be used that is aligned to the Nationally Recognised Training Package RIISAM204E;

2. A VOC must be performed by someone who:

- Is competent as an assessor, i.e. who holds the TAE40122 Cert iv Training and Assessment (or superseded equivalent or higher), and
- Holds a Statement of Attainment for RIISAM204E

Or it must be performed by team of persons that collectively meet the criteria above. Records and documentation for all assessments of competency must be kept.

Verification of Competency for small plant and equipment performed in this manner will not have an expiry date.

6.8. Trailers

All trailers used on Haslin Construction sites must comply with Australian Design Rules (ADR) and relevant state or territory road safety legislation. Trailers must be appropriately registered and display a legible load rating plate. Safety chains must be fitted and secured according to trailer weight classifications—one chain for trailers up to 2.5 tonnes Aggregate Trailer Mass (ATM) and two chains for trailers exceeding this limit. Braking systems must meet regulatory standards, with trailers over 750 kg requiring functional brakes, and those over 2 tonnes ATM requiring a breakaway system that automatically applies the brakes if the trailer detaches from the tow vehicle. Wheel chocks must be available at all times and used when the trailer is stationary, especially on uneven or sloped surfaces, to prevent unintended movement. Daily pre-start inspections must be conducted to check for structural integrity, working lights, secure couplings, properly inflated tires, effective load restraint systems, and the presence of functional wheel chocks. Any defects, missing safety equipment, or non-compliance issues must be rectified before the trailer is used to ensure safe and efficient operation.

6.9. Trainee/Apprentice Operators

Trainees or apprentices enrolled in a Certificate II or III in Civil Construction may operate plant and equipment under strict controls to support their learning and competency development. These controls ensure safety is not compromised while providing practical experience in a supervised environment.

6.9.1. Eligibility Requirements

Trainees or apprentices must meet the following criteria before being allowed to operate plant or equipment:

- Enrolment Verification: Proof of enrolment in a nationally recognized Certificate II or III in Civil Construction program.
- Workplace Induction: Completion of a site-specific induction, including an overview of the plant operation hazards and controls.
- Baseline Skills assessment: Supervisors/SME's must provide Baseline Skills instruction to all trainees , assess the skills and record the outcome as part of the approval process using SEQ-FM-118 Trainee Operator Approval Form
- Supervisor Approval: Written approval from a qualified supervisor or site manager, confirming readiness to operate plant under supervision using SEQ-FM-118 Trainee Operator Approval Form

6.9.2. Supervision and Spotting Controls

- Direct Supervision: Trainees or apprentices must be supervised by a licensed and competent plant operator at all times while operating the equipment.
- General Supervision: Trainees or apprentices operate under the guidance of a supervisor, but without the need to be supervised at all time.
- Spotter Presence: A trained spotter may be allocated to monitor and guide operations, ensuring adherence to safety protocols.
- Clear Communication: Ensure clear and positive communication between the trainee, supervisor, and spotter, using agreed-upon hand signals or radio communications.

6.9.3. Operational Restrictions

- Controlled Environment: Trainees or apprentices may only operate plant in designated, low-risk areas of the site where interaction with other plant, workers, or hazards is minimized.
- No High-Risk Operations: Trainees or apprentices must not perform high-risk operations, including:
    - Work near live services.
    - Heavy lifting or working with suspended loads.
    - Excavation in confined or high-risk zones.
- Daily Review: Supervisors must review the trainee's RTO assigned logbook and progress daily and identify any required adjustments to training or supervision.

6.9.4. Documentation and Verification

- Competency Logbook: Trainees must maintain an RTO assigned logbook documenting their training hours, plant operated, and tasks performed, signed off by the supervising operator.
- Verification of Competency (VOC): Upon completion of sufficient training hours, trainees must be signed off by the RTO and undergo a formal VOC assessment as per the SEQ-PR-069 Training and Competency Procedure and SEQ-RG-002 Skills Matrix.

6.9.5. Record Keeping

All sites must keep records of the operator's competency tickets or verification of competency records on site within the personal training and induction records.

Operators are required to carry out a daily start-up check on each day when using equipment (using SEQ-CL-028) and notify the Site Manager of any problems who will notify the Asset Manager.

Haslin's Asset Manager will establish a Plant Record Folder for Haslin plant and include details of the major servicing intervals recommended by the manufacturer plus permissible noise levels and exhaust emissions.

All relating records shall be maintained for the duration of the life of the plant. Where an item of plant is taken out of service [sold or otherwise decommissioned] the records shall be maintained for a period of additional seven years.

7. Training

Haslin shall provide training in hazard identification, risk assessment and control, for workers to carry out tasks safely. Haslin will confirm that all persons operating or maintaining plant and equipment on Haslin sites are trained and qualified to do so through the verification of individual's competencies and licences appropriate to the type of plant or equipment being operated or maintained. Records of all operator competencies and licences are recorded in their personal account within the Hammertech safety management system.

8. Relevant Templates, Forms and Checklists

SEQ-CL-010	Plant Authorisation Inspection Checklist (Hammertech Plant Authorisation Inspection Checklist)
SEQ-CL-028	Daily Plant inspection Checklist (Hammertech Equipment Inspection)
SEQ-TP-010	Plant and Equipment Register(Hammertech Equipment Register)
SEQ-PR-069	Training and Competency Procedure
SEQ-RG-002	Skills Matrix
SEQ-CL-096	Operator Performance Review
SEQ-WI-004	Safe Operating Procedure - Air Compressor
SEQ-WI-005	Safe Operating Procedure – Angle Grinder
SEQ-WI-006	Safe Operating Procedure – Chainsaw
SEQ-WI-007	Safe Operating Procedure – Compaction Equipment
SEQ-WI-008	Safe Operating Procedure – Demolition Saw
SEQ-WI-009	Safe Operating Procedure – Generator
SEQ-WI-010	Safe Operating Procedure – Jackhammer
SEQ-WI-011	Safe Operating Procedure – Masonry Saw
SEQ-WI-012	Safe Operating Procedure – Trench Roller
SEQ-FM-118	Trainee Plant Operation Approval
SEQ-TP-137	Workplace Risk Assessment – Trainee's & Apprentices Operating Mobile Plant

9. Appendix A – Plant Requiring Registration or Design Registration with State WHS Regulator

Plant Item Registration

A person with management or control of plant must register the following plant items once it has been deemed safe to operate by a competent person:

- Boilers and pressure vessels categorised as hazard level A, B or C according to criteria in Section 2.1 of AS 4343, with some exceptions
- Tower cranes, including self-erecting tower cranes
- Mobile cranes with a rated capacity of greater than 10 tonnes
- Concrete placing booms

Plant Design Registration

The designer of the plant, or the person with management or control of the item must register the design of the following items of plant:

- Vehicle hoists
- Building maintenance units
- Concrete placing booms
- Prefabricated scaffolding

- Mast climbing work platforms
- Work boxes suspended from cranes
- Boom type elevating work platforms
- Lifts, escalators and moving walkways
- Mobile cranes with a rated capacity of greater than 10 tonnes
- Tower crane including self-erecting tower cranes
- Pressure vessels with a hazard level of A, B, C or D
- Boilers and gas cylinders (covered by section 1.1 of AS2030.1:2009)
- Hoists with platform movement of more than 2.4 metres designed to lift people
- Gantry cranes with a safe working load greater than five tonnes or bridge cranes with a safe working load of greater than 10 tonnes, and any gantry crane or bridge crane which is designed to handle molten metal or schedule 11 hazardous chemicals.

10. Appendix B – Plant Inspection Criteria

Item	Operator Competency Requirements	Inspection by	Australian Standard/Code of Practice	Inspection/Records/Other required
Mobile Plant				
Excavator	Refer to section 6.6 of this procedure	Competent person	COP	Daily, pre-start and regular inspection at max monthly intervals or to man. Recommendations.
Dumper/Haulage	Refer to section 6.6 of this procedure	Competent person	COP	Daily, pre-start and regular inspection at max monthly intervals or to man. Recommendations.
Roller	Refer to section 6.6 of this procedure	Competent person	COP	Daily, pre-start and regular inspection at max monthly intervals or to man. Recommendations.
Skid Steer	Refer to section 6.6 of this procedure	Competent person	COP	Daily, pre-start and regular inspection at max monthly intervals or to man. Recommendations.
Tele-Handler	Refer to section 6.6 of this procedure	Competent Person	AS 2550.19	Daily, weekly, 3 monthly, yearly, 10 yearly.
Tele-Handler with attachments	As above plus EWPA Gold Card.	Competent Person	AS 2550.19	Daily, weekly, 3 monthly, yearly, 10 yearly.
Forklift truck	Refer to section 6.6 of this procedure	Competent Person	AS 2359.2	Regular inspection & maintenance as per manufacturer.
Crane- mobile Crane – mobile >10t Crane- tower	Refer to section 6.6 of this procedure	Competent Person	AS 2550 AS 1418	Daily, monthly, 10 yearly. Independent inspection of tower crane at least once in the duration of the project.
Elevated work platforms Boom lift under 11m	Refer to section 6.6 of this procedure	Competent Person	AS 2550.10	Daily, 3 monthly, yearly, 10 yearly.
Elevated work platforms Boom lift over 11m	Refer to section 6.6 of this procedure	Competent Person	AS 2550.10	Daily, 3 monthly, yearly, 10 yearly.
Truck and Dog	HR/HC Drivers Licence	Competent Person		Daily prestart/maintenance schedule.
Static Plant				
Concrete Saw	Safe Operation of Demolition (Quick Cut) Saw	Competent Person (Internal Training)		Before use, regular intervals.
Explosive power tool	CPCCCM2007B- Use explosive power tools	Competent Person	AS 1873	Daily inspection to manufacturers' recommendations dismantled and examined for defects weekly, yearly by manufacturer.
Fire Extinguishers	Training/ Instruction CPPFES2020A or Internal training by competent person	Competent Person	AS 1851	Regular inspection. 6 monthly test (if not disposable).

Item	Operator Competency Requirements	Inspection by	Australian Standard/Code of Practice	Inspection/Records/Other required
Hazardous Substances	Internal- SDS	Safety Precautions		Risk assessment #SDS. # register.
Ladders, Platform Ladders	Training/Instruction, SWMS must be provided	Competent Person	AS 1892.50	Visual inspection when purchased, each time before use, regular intervals, clearly labelled, e.g. safe working load & industrial use and in accordance with risk rating provided for each SWMS.
Laser Level	Training/ Instruction (Class 2, 3A, 3B)	Competent Person	AS 2211.1 AS 2397	Warning Signage and in accordance with risk rating provided for each SWMS.
Lifting Gear Flat synthetic slings Fibre Rope Slings Chains	RIIHAN203D Conduct Lifting Operations RIIHAN208D Perform Dogging	Competent Person	AS 1353.2 AS 1380.2 AS 3775	Labelled, inspection prior to each use & 3 monthly, 12 monthly. Labelled, inspection prior to each use & 3 monthly. Labelled, inspection prior to each use, test certificate to man. Recommendations.
Oxy/Acetylene	Refer to section 6.6 of this procedure	Competent Person	AS 4332	Regular inspection and adequate separation and storage and in accordance with risk rating provided for each SWMS.
PPE	Training/ Instruction- Induction	Competent Person		Register of supply.
Safety Harness, lanyards	Training/Instruction Working at Heights	Competent Person and/or height safety equipment inspector	1891.4	Visual inspection before use by a competent person, 6 monthly by height safety equipment inspector, Permit required for use.
Scaffolding	Refer to section 6.6 of this procedure	Competent Person	AS 1576 AS 4576	Handover Certification, monthly inspection, Scaftag or similar. Independent inspection at least once in the duration of the project.
Traffic Control	Refer State or Territory requirements	Competent Person	AS 1742.3	Regular Inspection in accordance with risk rating provided for each SWMS.
Chain Saw	Refer to section 6.6 of this procedure	Competent Person		Before each use/3 monthly.

11. Appendix C - Inspection Criteria for Lifting Equipment

Inspection Criteria: All slings and accessories are to be removed from service if the identification and WILL markings have become detached or illegible.

Chain Slings: shall be removed from service when any of the following defects are visible:

- cut, nicked, cracked, gouged or stretched links
- twisted or bent links
- heat and chemical damage
- excessive corrosion
- worn links of more than 10% of wear
- wear at links load-bearing points
- any other apparent defects which cause doubt as to the integrity and strength of the equipment

Synthetic Slings: shall be removed from service when any of the following imperfections are visible:

- acid or caustic burns
- melting or charring
- more than 5 precent of visible stitches or stands are broken
- permanent elongation
- distorted fittings
- any other apparent defects which cause doubt as to the integrity and strength of the equipment

Wire Rope Slings: shall be removed from service when any of the following defects are visible:

- more than six randomly broken wires in one lay
- wear or scraping of one-third the original diameter of outside individual wires
- kinking, crushing, bird caging or any other damage resulting in distortion of the rope structure
- evidence of heat damage
- end attachments that are cracked, deformed or worn
- any signs of corrosion
- any other apparent defects which cause doubt as to the integrity and strength of the equipment

Lifting accessories: Shackles, Rings, Hooks etc. shall be removed from service when any of the following defects are visible:

- wear, corrosion, spreading or deformation (greater than 10 percent of new condition)
- Visible cracking
- Nonstandard shackle pins
- Widening of hook throat opening
- Excessive play of the load pin
- Any other apparent defects which cause doubt as to the integrity and strength of the equipment

12. Appendix D - Identifiable Tags on Chains, Slings, Hooks, Clutches and Shackles

13. Appendix E - Inspection of Slings. Section 9 from AS 4497.2

Before each use

Every time a sling is to be used; the user shall be satisfied that the sling docs show any signs of damage that could affect its safe use. Particular attention should be given to circumstances, locations and atmospheres that are likely to result in accelerated damage.

Withdrawal from service

Slings shall be withdrawn from service immediately they sustain any of the following faults (see also Figure 1 & 2)

a) An of the discard criteria listed in section 13 of this procedure
b) A dangerous condition of the sling is suspected
c) The label is illegible or missing
d) The cover has been damaged
e) The stitching has been damaged
f) A protective coating has been damaged
g) An end fitting or a coupling has been damaged

Periodic inspection

At intervals of service of not more than three months, slings shall be inspected by a competent person: however, where conditions are severe, these intervals should be shorter.

The inspection for any signs of damage shall cover all surfaces along the full length of the sling.

Discard Criteria for Slings. Section 11 from AS 4497.2

11 DISCARD CRITERIA Slings shall be immediately discarded when they are found to have any of the following faults:

a) The label for the sling is missing or is illegible, and the sling cannot be positively identified.
b) Any of the load-bearing fibres are damaged. Any damage to a cover indicates potential damage to the load-bearing core. Any cuts in the cover should raise serious doubts as to the integrity of the load-bearing core. Fibres of a protective cover that are fused or glazed indicates that the sling has been excessively heated (e.g. by friction in a choke hitch, by externally applied heat).
c) Chemicals have caused any damage (e.g. local weakening, softness of the cover, flaking of surface fibres). In such cases, damage to the load-bearing core should be assumed, particularly where it is known or suspected that—
    I. a nylon sling has come into contact with an acid solution;
    II. a polyester sling has come into contact with an alkaline solution; or
    III. a polypropylene sling has come into contact with an organic solvent (e.g. wet paint, coal tar, paint-stripping mixtures).
d) Any coupling components or fittings are distorted, cracked, fractured or excessively worn or corroded.
e) If any other dangerous condition is confirmed.

Fig 1 **⚠WARNING** If any damage such as the following is visible, the sling shall be removed from service immediately. Photos depict examples of sling damage, but note they are extreme examples provided for illustration purposes only.

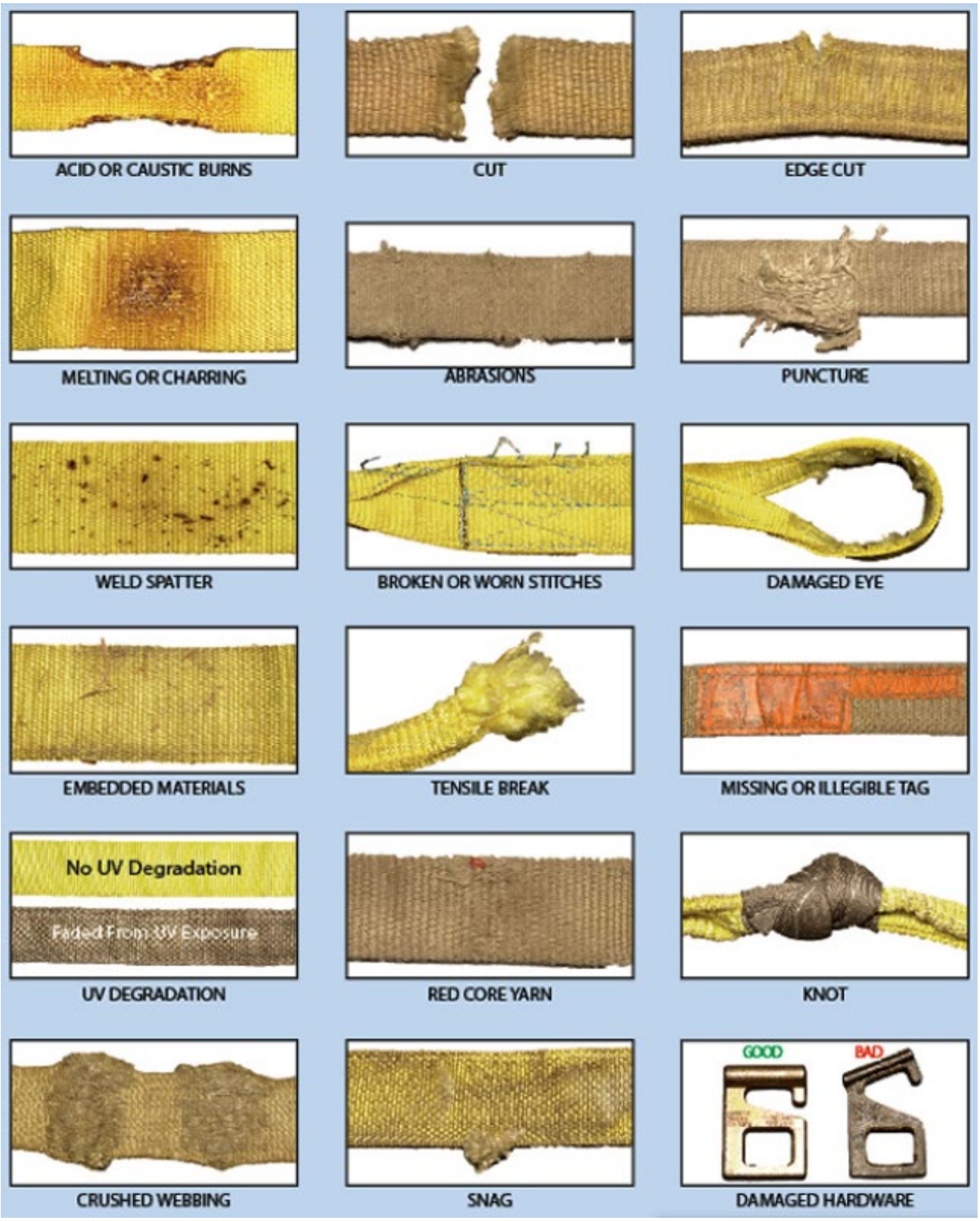
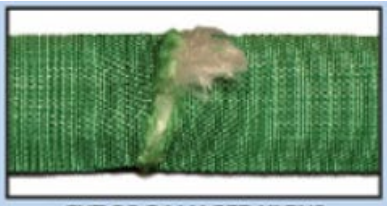

ACID OR CAUSTIC BURNS
CUT
EDGE CUT
MELTING OR CHARRING
ABRASIONS
PUNCTURE
WELD SPATTER
BROKEN OR WORN STITCHES
DAMAGED EYE
EMBEDDED MATERIALS
TENSILE BREAK
MISSING OR ILLEGIBLE TAG
No UV Degradation
Faded From UV Exposure
UV DEGRADATION
RED CORE YARN
KNOT
CRUSHED WEBBING
SNAG
GOOD
BAD
DAMAGED HARDWARE

Fig 2

ACID OR CAUSTIC BURNS



CUT OR DAMAGED YARNS

BUNCHED OR WADDED YARNS

MELTING OR CHARRING

MISSING OR ILLEGIBLE TAG

FIBER OPTIC
(Lack of light transfer - Sling Fails)

DISTORTED HARDWARE

KNOTS

EXTERNAL WARNING INDICATOR
4 CHECK FAST® EWI PRESENT
(Sling passes 4 Check Fast® Criteria)

YARN VISIBILITY

BROKEN STITCHES

EWI MISSING
(Sling fails 4 Check Fast® Criteria)

EMBEDDED MATERIALS

SNAGS / PUNCTURES

TATTLE TAIL MISSING
(Sling fails)

14. Appendix F - Swift Lift Clutches Section 2.6 of AS 3850.1:2015

Section 2.6 of AS 3850.1:2015

Prior to each use, inspections of the lifting clutches shall be conducted to check for wear and deformation to supplier's specification. A proof test using a load equal to 1.2 times the WLL shall be conducted and recorded for each lifting clutch at intervals of not more than 12 months commencing from the date of first use.

Each clutch shall be permanently marked with the following information:

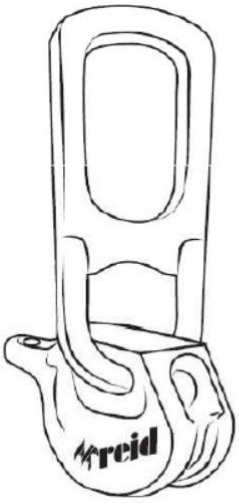
(i) A unique identifier (traceable to the proof tests).

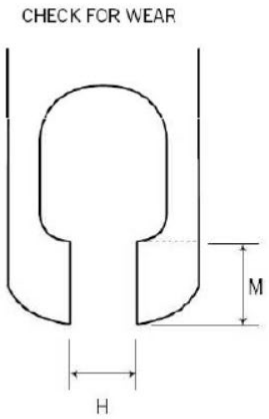
(ii) The manufacturer's symbol or name.

(iii) Its WLL or compatible anchor identifier.

C2.6 Suitable identification of lifting clutches may be by permanent marking on the clutch itself or attachment of a durable tag.

Following visual inspection of the lifting clutch, if there are any safety concerns, a proof test and a fluorescent magnetic particle should be conducted.





Size	H max (mm)	H min (mm)
1.3	13	5.5
2.5	18	5.5
5.0	25	8.0
10.0	32	12.0
20.0	46	18.0
32.0	58	24.0