



Plant Safety Management

SEQ-PR-006

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Table of Contents:

1.	Scope	4
2.	Application.....	4
3.	References.....	4
4.	Definitions.....	5
5.	Legal Requirements	5
6.	Procedure	6
6.1.	Project Safety Risk Register.....	6
6.2.	Purchasing of Plant	6
6.3.	Use of Plant on Site	6
6.3.1.	Communication Systems.....	7
6.3.2.	Blind Spot Management.....	7
6.3.3.	Ground Conditions.....	7
6.3.4.	Working Near Edges	7
6.3.5.	Mobile Plant Near Overhead or Underground Powerlines.....	7
6.3.6.	Emergency Response Following Contact with Electrical Assets.....	9
6.3.7.	Vehicle rollaway	9
6.3.8.	Light Vehicles	9
6.4.	Maintenance, Servicing and Repairs of Plant and Equipment.....	10
6.5.	Separation of Plant and Workers.....	10
6.5.1.	Plant Operating Zones.....	11
6.5.2.	Approaching Plant.....	13
6.5.3.	Physical Barriers.....	13
6.6.	Modifications to new or existing plant	13
6.7.	Plant Operation Verification of Competency.....	13
6.7.1.	Unsafe Operation Management and Re-verification of Competency	14
6.8.	Spotter Competency.....	14
6.9.	Small Plant and Equipment.....	15
6.10.	Trailers 15	
6.11.	Emergency Planning.....	15
6.12.	Trainee/Apprentice Operators.....	15
6.12.1.	Eligibility Requirements.....	15
6.12.2.	Supervision and Spotting Controls.....	16
6.12.3.	Operational Restrictions.....	16

Uncontrolled when printed



Plant Safety Management

HASLIN
SEQ-PR-006

6.12.4.	Documentation and Verification.....	16
6.12.5.	Record Keeping.....	16
7.	Training.....	16
7.1.1.	Worker on Foot Competency.....	16
8.	Relevant Templates, Forms and Checklists.....	17
9.	Appendix A – Plant Requiring Registration or Design Registration with State WHS Regulator.....	18
10.	Appendix B – Plant Inspection Criteria.....	19
11.	Appendix C – Blind Spots.....	21
12.	Appendix D – SEQ-WI-014 Haslin Barrier Selection Guide.....	22
13.	Appendix E – Exclusion Zone Signage.....	23

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Plant Safety Management

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 2025 (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)
- Code of Practice – Moving Plant on Construction Sites (SafeWork NSW Dec 2025)

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, vehicles, 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.

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Plant Safety Management

- 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. Project Safety Risk Register

Each project must use the HIRAC process in Safety Risk Register SEQ-TP-002 to identify the potential activities on the project associated with Mobile Plant and Equipment and implement controls consistent with the hierarchy of controls. The project safety risk register is a live document and updated as the project progresses.

6.2. 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.

6.3. 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.
- SEQ-FM-046 High Voltage Electrical Work Permit must be completed when working near High Voltage Electrical Equipment and/or overhead powerlines. Refer to SEQ-PR-014 Electrical Safety Procedure for further information.

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

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,

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- 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

6.3.1. Communication Systems

Effective communication systems must be established wherever plant is operating. Communication methods may include two-way radios, agreed hand signals, spotters and visual aids. All personnel involved in plant operations must understand the communication method being used before work commences. All plant & heavy vehicles must have a unique identifying number that can be referred to when communicating on site.

6.3.2. Blind Spot Management

Plant operators must be aware of blind spots associated with their equipment and take all reasonably practicable steps to eliminate or minimise the risk of striking people, vehicles or objects. Controls may include exclusion zones, physical barriers, cameras, proximity detection systems, spotters and work area design that prevents personnel and other plant from entering blind spot areas while plant is operating. Refer to Appendix C for examples for blind spots on commonly used plant items.

6.3.3. Ground Conditions

Plant operators must assess terrain and ground conditions before commencing work and continuously monitor for changing conditions throughout the task. Hazards such as steep slopes, uneven ground, soft or unstable surfaces, excavations, underground services, the effects of inclement weather and reduced traction can increase the risk of plant instability, rollover or loss of control. Suitable controls must be implemented, including selecting appropriate plant, maintaining safe operating speeds and avoiding slopes and grades that exceed the manufacturer's operating limits.

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.

6.3.4. Working Near Edges

- Work near excavations, embankments, trenches, batters, retaining walls, suspended slabs and other edges must be planned to prevent plant overturning or ground collapse.
- A risk assessment must determine safe distances considering the type of plant, ground conditions, edge stability and any imposed loads.
- Physical barriers, exclusion zones, spotters and engineered controls must be used where required.
- Plant must not operate within one (1) metre of the edge of the zone of influence of any trench or excavation.

6.3.5. Mobile Plant Near Overhead or Underground Powerlines

Where plant is required to operate near overhead or underground electrical services, a site-specific risk assessment must be completed prior to commencing work. The assessment must consider factors including:

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- Line voltage
- Height of overhead lines
- Depth of underground cables
- Conductor sag and swing
- Terrain and ground conditions
- Wind and weather conditions
- Visibility of services
- Frequency of work near services,
- Proximity of fixed plant, structures and other hazards.

Plant movements must be planned and controlled to prevent encroachment of Safe Approach Distances through the use of exclusion zones, physical barriers, spotters, warning devices, movement restrictions and other engineering controls as required.

When controlling the risk of contact with live services, the hierarchy of controls should be:

1. De-energise
2. Physical barriers
3. Height/sling limiting devices
4. Exclusion zones
5. Spotters

Safe Approach Distances

Work involving mobile plant, cranes, loads, attachments, tools, equipment or materials near overhead electrical lines must be planned and controlled to prevent any person, plant or load from breaching the applicable Safe Approach Distance (SAD).

Ordinary Persons

An ordinary person is a worker who has not completed recognised training in overhead electrical line hazards. Ordinary persons must not operate plant, equipment or perform work within the approach distances specified below:

Nominal phase to phase A.C. voltage (volts)	Approach distance (m)
Up to and including 132,000	3.0
Above 132,000 up to and including 330,000	6.0
Above 330,000	8.0
Nominal pole to earth D.C. voltage (volts)	Approach distance (m)
Up to and including +/-1500 Volts	3.0

These distances apply to any part of the plant, load, attachment, hand tool, equipment, material or person.

Where a risk assessment identifies an increased risk of encroachment due to plant movement, load swing, limited visibility, environmental conditions or site constraints, additional controls such as exclusion zones, physical barriers, warning devices or a dedicated spotter must be implemented.

Trained Persons

Workers who have successfully completed recognised training in overhead electrical line hazards and are supported by a dedicated safety observer may operate closer to overhead electrical lines, provided:

- A documented risk assessment has been completed;
- Both operator and safety observer hold current UETDRE006 - Work Safely in the Vicinity of Live Electrical Apparatus

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Plant Safety Management

- A safe system of work has been developed and implemented;
- A dedicated safety observer is continuously monitoring the work activity;
- Consultation with the electrical asset owner has occurred where required; and
- Any conditions imposed by the electrical asset owner are complied with. Where a Client or Asset owners SAD's differ from those mentioned in this section, then those Client or Asset owners SAD's take precedence

The minimum approach distances for trained persons working with a dedicated safety observer are:

Nominal phase to phase A.C. voltage (volts)	Approach distance (m)
Insulated low voltage cables up to 1000, including LV ABC	0.5
Un-insulated low voltage conductors up to 1000	1.0
Above 1000 up to and including 33,000	1.2
Above 33,000 up to and including 66,000	1.4
Above 66,000 up to and including 132,000	1.8
Above 132,000 up to and including 220,000	2.4
330,000	3.7
500,000	4.6
Nominal pole to earth D.C. voltage (volts)	Approach distance (m)
Up to +/-1,500	1.0

These distances apply to any part of the plant, load, attachment, hand tool, equipment, material or person.

Where work cannot be performed while maintaining the applicable approach distance, the electrical asset owner must be consulted to determine additional controls, including de-energisation, isolation, relocation of the service or other engineered controls before work proceeds.

6.3.6. Emergency Response Following Contact with Electrical Assets

If plant, equipment or a vehicle contacts overhead or underground electrical assets, the operator must remain inside the cabin where it is safe to do so, warn others to stay clear and immediately notify the Site Supervisor. No person is to approach, touch or attempt to move the plant until the electrical asset owner has confirmed the area is safe. If remaining in the plant presents an immediate risk due to fire, smoke or other life-threatening circumstances, the operator must perform an emergency evacuation by jumping clear of the plant without simultaneously touching the plant and the ground, land with both feet together, and shuffle or hop away maintaining both feet together until at least 10 metres from the plant. The incident must be treated as an emergency, the area isolated and emergency services and the asset owner contacted as required.

6.3.7. Vehicle rollaway

Operators must ensure vehicles and mobile plant are parked on stable ground where practicable, with park brakes applied, transmissions placed in park or neutral as appropriate, attachments lowered to the ground and wheels chocked where there is a risk of movement. Vehicles and plant must not be left unattended unless they have been effectively secured against unintended movement and the engine has been turned off.

6.3.8. Light Vehicles

Light vehicles operating on Haslin worksites must be managed to minimise the risk of interaction with mobile plant, pedestrians and other vehicles. All light vehicles used on site must be fitted with

- unique identifying number (may be the vehicle registration number or a company-assigned plant number)
- flashing beacon
- non-tonal reversing alarm
- suitable fire extinguisher
- first aid kit

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Plant Safety Management

All light vehicles operated on site must be onboarded through HammerTech and comply with project-specific requirements, including Vehicle and Pedestrian Movement Plans (VMPs), traffic management controls and designated parking and travel routes. All light vehicle operators must hold a current Driver's Licence (C-Class).

6.4. 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.

6.5. 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.

Vehicle and Pedestrian Movement Plans (SEQ-TP-153) 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 Plant Operating Zones and other relevant zones as per 6.4.1.. 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.

Plant Safety Management

6.5.1. Plant Operating Zones

There are two types of Plant Operating Zones on Haslin sites:

ZONE	PLANT	PEOPLE	DESCRIPTION
EXCLUSION ZONE (AUTHORISED PLANT AND/OR PEOPLE ONLY)	 AUTHORISED PLANT ONLY	 AUTHORISED PEOPLE ONLY	Access by authorised plant and/or authorised people only. Controlled access.
PLANT ONLY ZONE (AUTHORISED PLANT ONLY)	 AUTHORISED PLANT ONLY	 NO PEOPLE PERMITTED	Access by authorised plant only. No pedestrians permitted.

EXCLUSION ZONE – AUTHORISATION REQUIRED

- ▶ All personnel and plant must obtain authorisation from the Zone Owner before entering an exclusion zone.
- ▶ Contact the Zone Owner using the radio on the nominated channel (UHF).
- ▶ Wait for authorisation and follow all instructions provided.
- ▶ Do not enter until authorisation is granted.

Unauthorised entry may result in serious injury or death.

- Exclusion zones must be delineated and signposted (refer to Appendix E for Exclusion Zone Signage template)
- Prior to entering an Exclusion Zone, a worker must obtain authorisation from the Zone Owner
- Mobile plant only zones must be signposted. Mobile plant only zones must be delineated where reasonably practicable.
- When working near mobile plant in an Exclusion Zone, workers and other plant are not to come within the Danger Zone of any mobile plant unless approval is given by the operator and the mobile plant has ceased working.

Plant Safety Management

Plant Operating Zones must be identified during the daily pre-start consultation.

Within each Plant Operating Zone, there is a Danger Zone, Caution Zone and Pedestrian Safe Zone. Refer to the image below for further information.



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Other relevant zones on site (to be included in VMP) include:

- Refuelling zone
- Marshalling zone for trucks
- Loading/unloading zone
- Parking zones for both light vehicles & plant
- Pedestrian walkways

6.5.2. Approaching Plant

Personnel approaching plant must first establish communication with the operator and enter the Pedestrian Safe Zone only to gain visual contact and acknowledgement. Once positive communication has been established, the operator must bring the plant to a safe stop, lower attachments to the ground where practicable and confirm it is safe to approach. Personnel may then enter the Caution Zone only after receiving the operator's permission and maintaining visual contact at all times. Where reasonably practicable, workers must not enter the Danger Zone while plant is operating unless specifically authorised and the plant has been isolated. Workers must never approach plant from blind spot areas and must immediately leave the area if visual contact with the operator is lost.

6.5.3. Physical Barriers

Work areas must be planned and established to minimise interactions between plant, vehicles and pedestrians. Consideration must be given to traffic flow, work sequencing, access and egress routes, other exclusion zones, parking areas, material storage locations and emergency access to ensure that plant can operate safely and efficiently.

Haslin's preferred method of managing interactions between plant and people is to eliminate the need for workers to enter the Plant Operating Zone (POZ). Where this is not reasonably practicable, physical separation must be established using suitable barriers. Hard barriers capable of preventing plant movement into pedestrian areas, such as concrete barriers, steel barriers, water-filled barriers or earth berms, are the preferred control. Where hard barriers are not reasonably practicable and the risk assessment determines the risk is low, soft barriers and warning signage may be used to restrict access by authorised personnel. Spotters, administrative controls and procedures must only be used as supplementary controls and not as a substitute for effective physical separation wherever physical barriers can reasonably be provided.

For further information, refer to the SEQ-WI-014 Haslin Barrier Selection Guide (Appendix D).

6.6. 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.

6.7. Plant Operation 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:

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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.

6.7.1. Unsafe Operation Management and Re-verification of Competency

Where a plant operator or spotter is involved in an incident, near miss, plant damage event, or demonstrates unsafe operation, Haslin may suspend the individual from performing the activity until competency has been reassessed.

The Site Manager, Project Manager or Safety Manager may deem that refresher training, increased supervision, a performance review, or completion of a Verification of Competency (VOC) before the individual resumes operating plant or undertaking spotting duties.

Haslin reserves the right to restrict or withdraw authorisation to operate plant or perform spotting duties where competency requirements are not met or where continued operation presents an unacceptable level of risk.

6.8. Spotter Competency

Personnel undertaking the role of a Spotter must be deemed competent and authorised by Haslin prior to performing spotting duties. As a minimum, all Spotters must review and acknowledge the Haslin Spotter Training Module.

Where a Spotter is required to monitor plant operating near overhead or underground electrical services and there is a potential for Safe Approach Distances (SADs) to be approached or encroached, the Spotter must also hold current competency in UETDREL006 – Work Safely in the Vicinity of Live Electrical Apparatus as a Non-Electrical Worker. Evidence of competency must be verified prior to commencing work.

Spotters must maintain competency through refresher training as required and must only perform spotting duties for activities they have been trained and authorised to undertake.

Plant Safety Management

6.9. Small Plant and Equipment

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

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

A completed Declaration of Competency (SEQ-FM-124) must be provided by the worker's employer for all workers who are required to use any of the small plant or equipment items listed above, including qualified tradespersons. This requirement applies in addition to any applicable Haslin Safe Operating Procedure (SOP) requirements.

Workers who use any of the identified items of small plant or equipment above must acknowledge and comply with the applicable safe work requirements by reading and signing the relevant Haslin Safe Operating Procedure (SOP) prior to use. This requirement does not apply to qualified tradespersons who are competent, trained and authorised in the use of the relevant plant or equipment as part of their trade or profession.

6.10. 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.

6.11. Emergency Planning

Refer to SEQ-PR-017 for further information on emergency scenarios involving plant. Emergency scenarios must be considered during the development of the SWMS for the task

6.12. 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.

6.12.1. 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

Plant Safety Management

6.12.2. 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.

6.12.3. 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.

6.12.4. 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.

6.12.5. 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.

7.1.1. Worker on Foot Competency

For workers on foot to operate safely within areas where mobile plant and vehicles are present, they must be familiar with the site-specific traffic management arrangements. This includes reviewing, understanding, and acknowledging

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Plant Safety Management

the Project Vehicle Movement Plan (VMP), which is typically communicated during the site induction process. Workers must understand designated pedestrian routes, exclusion zones, plant operating areas, access and egress points, communication requirements, and emergency procedures. Where the VMP is amended due to changes on the project, the revised arrangements must be communicated to all affected workers through appropriate consultation (e.g. toolbox talks, pre-start meetings), with workers required to acknowledge the changes before continuing work in the affected area.

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-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 – Trainees & Apprentices Operating Mobile Plant
SEQ-TP-153	Vehicle and Pedestrian Movement Plan

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).

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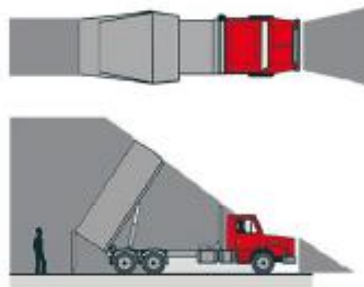
Plant Safety Management

HASLIN
SEQ-PR-006

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, Scafftag 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.

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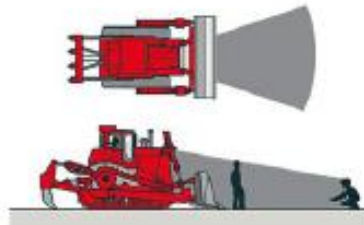
11. Appendix C – Blind Spots



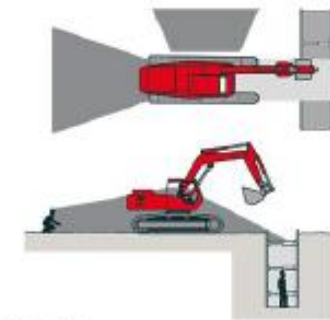
Tipper Truck



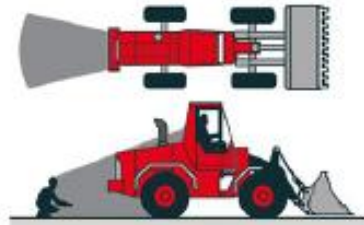
Truck



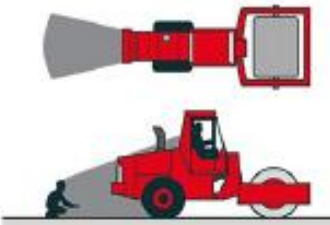
Bulldozer



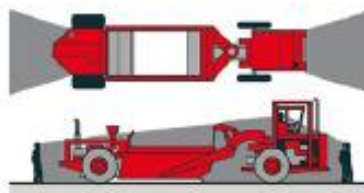
Excavator



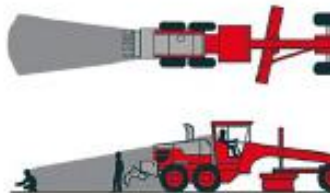
Articulated loader



Articulated roller



Tractor Scraper



Grader

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12. Appendix D – SEQ-WI-014 Haslin Barrier Selection Guide

HASLIN BARRIER SELECTION GUIDE

SEQ-WI-014

Select the right barrier for the job to prevent unauthorised access and protect people from hazards.

BARRIER	ILLUSTRATION	TYPICAL APPLICATIONS	MINIMUM REQUIREMENTS
1. EARTH BERM		Vehicle/plant exclusion	Half the wheel height of largest vehicle/plant
2. CONCRETE BARRIER		Vehicle/plant exclusion	Installed to manufacturer requirements
3. TEMPORARY (ATF/FORTRESS) FENCING		Public interface, excavation works, long-duration works	Interconnected panels, secured, signage
4. WATER FILLED BARRIER		Temporary vehicle/plant separation	Filled and interconnected
5. CROWD CONTROL BARRIER		General site works, excavation works, pedestrian separation	Interconnected, stable footing
6. WEBBING FENCE		Restricted work areas	Securely fixed
7. BOLLARDS & BUNTING/TAPE		Short duration works	Delineation only
8. RETRACTABLE BARRIER		Indoor/commissioning	Fully extended and stable
9. PIT GUARD		Open pits and piles	Installed immediately after opening created



REMEMBER: Barriers are only effective when selected, installed and maintained correctly. Inspect regularly and repair or replace damaged barriers immediately.



Always follow site rules, SWMS/JSEA and supervisor instructions.

SEQ-WI-014 Rev 1

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13. Appendix E – Exclusion Zone Signage

The image shows a template for an exclusion zone sign. It consists of a black rectangular background with rounded corners. At the top, there is a large red oval with a white border containing the word "DANGER" in white, bold, sans-serif capital letters. Below this, the words "EXCLUSION ZONE" are written in large, bold, black, sans-serif capital letters. Underneath that, "AUTHORISED PERSONS ONLY" is written in smaller, bold, black, sans-serif capital letters. At the bottom, there are two lines of text: "Zone Owner: _____" and "Contact Mobile/UHF: _____", both in bold, black, sans-serif font.

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