

Policy Guideline

Plant and Equipment Safety (WHS)

Objective file number: 2015/04747
Document classification: For Official Use Only -I2-A2
Policy developed by: Workforce Health, Workforce
Approved at Portfolio Executive on: 28 October 2015
Next review due: 31 October 2018

Summary The Plant and Equipment Safety (WHS) Policy Guideline provides guidance on the implementation of a systematic and consistent approach to hazard identification and risk management of plant and equipment in the workplace, ensuring compliance with *Work Health and Safety Act 2012 (SA)*, its regulations and codes of practice.

Keywords WHS, Work Health and Safety, Plant, Equipment, Hazards, Risk Assessment, Plant and Equipment Safety Policy Guideline.

Policy history Is this a new policy? *Y*
Does this policy amend or update an existing policy? *N*
Does this policy replace an existing policy? *N*
If so, which policies? *N/A*

Applies to *All SA Health Portfolio*

Staff impact *All Staff, Management, Admin, Students; Volunteers*

EPAS Compatible *NA*

Registered with Divisional *Yes*

Policy Contact Officer

Policy doc. Reference No. *G0153*

Version control and change history

Version	Date from	Date to	Amendment
1.0	28/10/2015	28/07/16	Original version
1.1	28/07/2016	Current	Hyperlinks amended

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Plant and Equipment Safety
(WHS)
Policy Guideline

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Government
of South Australia

SA Health

Document control information

Document owner	Group Director, Workforce Directorate, System Performance and Service Delivery, SA Health
Contributors	Senior Strategy and Policy Consultant, Strategy Policy and Performance, Workforce Health Principal Strategy and Policy Consultant, Strategy Policy and Performance, Workforce Health
Document classification	For Official Use Only -I2-A2
Document location	SA Health internet – ‘policies page’ SA Health intranet only – ‘policies page’ (publishing exemption requested and approved by Portfolio Executive)
Reference	2015-04747
Valid from	28 October 2015
Review date	31 October 2018

Document history

Date	Version	Who approved New/Revised Version	Change reference
28 October 2015	V1	Portfolio Executive	PE Approved version.
28 July 2016	V1.1	Workforce (People & Culture)	Hyperlinks amended

Endorsements

Date	Endorsed by
18 August 2015	Group Director, Workforce, System Performance and Service Delivery
20 August 2015	A/Deputy Chief Executive , System Performance and Service Delivery

Approvals

Date	Approved by
28 October 2015	Portfolio Executive

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Plant and Equipment Safety (WHS) Policy Guideline

1. Objective

SA Health is committed to providing a systematic approach to the identification of hazards and the management of risks related to plant and equipment in the workplace. This ensures that workers, consumers and carers are protected, as far as is reasonably practical, from risks associated with workplace plant and equipment. This commitment extends to all persons at or in the vicinity of plant and equipment in the workplace.

The policy guideline is consistent with the Work Health and Safety Act 2012 (SA) duty of care requirement that workers must be protected, as far as is reasonably practicable, from harm arising out of work hazards and risks inherent in workplace plant and equipment.

2. Scope

This policy guideline applies to all SA Health workers, including employees, volunteers, contractors, labour hire workers, agency workers, students, as well as carers and occupiers of premises who have management or control of plant in the workplace, use plant, as well as those persons who install and commission plant.

3. Principles

SA Health will take reasonably practicable steps to develop and implement a systematic and consistent approach to hazard identification and risk management regarding workplace plant and equipment, including:

- The completion of a risk assessment prior to the first purchase or hire of workplace plant and equipment, refer to [SA Health WHSIM Form - Plant and Equipment Safety Risk Assessment \(FOR205\)](#) to complete the pre-purchase, or pre-trial risk assessment. Reference may be made to your Local Health Network (LHN) to determine if a risk assessment may have already been conducted and documented);
- The hazard identification and risk assessment of all plant and equipment must be conducted in accordance with [SA Health Policy Directive – Hazard Identification and Risk Management \(WHS\)](#).
- The implementation of risk control measures to eliminate (wherever possible) or minimize associated risks, using the hierarchy of controls (e.g. isolation / engineering guarding) and corresponding training of workers, to ensure plant and equipment do not pose a potential risk to any person;
- The documentation and maintenance of an asset register (or equivalent) listing all plant and equipment at the workplace, with reviews to be conducted no less than annually (for an example register refer to [SA Health WHSIM Register – Plant / Equipment / High Risk Plant Register \(R007\)](#)),
- The regular inspection and maintenance of plant and equipment conducted according to manufacturer specifications or scheduled on a risk based process;

- Review and monitoring, on a cyclical preventative schedule, of existing risk control measures, whenever:
 - significant changes/modifications are made to existing plant and equipment;
 - their intended or actual use changes;
 - the plant and equipment is relocated;
 - notification is issued of an incident or identified hazard.
- Investigation, action, and reporting in response to any instance of hazard or incident (including notifiable incident) involving plant and equipment, to prevent recurrence via review of risk control measures;
- Consultation and communication with workers regarding plant and equipment hazard identification and risk management;
- Consultation with workgroup Health and Safety Representatives (HSRs) and their participation on site Work Health and Safety Consultative Committees;
- Consultation with consumer representatives regarding any equipment that is installed specifically for consumers of SA Health or their carers.

This policy guideline should be read together with the **Code of Practice for Managing the Risks of Plant in the Workplace** that provides practical guidance on how to manage health and safety risks of plant once it is in the workplace, from plant installation, commissioning and use through to decommissioning and dismantling.

Work Health and Safety Act 2012 (SA) approved Codes of Practice (COP) provide evidentiary best practice in the management of plant and equipment, as well as workplace chemicals and electrical risks, refer to the following COPs for further guidance:

- Managing the Risks of Plant in the Workplace;
- Managing Risks of Hazardous Chemicals in the Workplace;
- Managing Electrical Risks in the Workplace;
- Work Health and Safety Consultation, Cooperation, and Coordination.

4. Detail

4.1 Plant Inclusions and Exclusions

Whilst the *Work Health and Safety Act 2012 (SA)* (“the Act”) refers jointly to plant, substances and structures, this policy guideline has a clear focus on plant including any machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those items.

This policy guideline adopts the term plant and equipment, ensuring that all plant items whether large or small are considered, including diagnostic and therapeutic appliances, implements, devices and other tools.

The main distinction between items of plant and equipment relevant to this policy guideline is where the generation of power for operation originates. If a device is fixed and powered by electricity, gas, steam, chemical or nuclear reaction, then the device or tool is deemed to be a relevant item of plant.

In the context of this policy guideline, items of plant include lifts, cranes, machinery, conveyors, forklifts, motor vehicles and amusement devices. Certain items of plant, such

as forklifts, cranes and some pressure equipment, require a licence from the Work Health and Safety Regulator to operate with some high-risk plant requiring regulatory registration. Examples of equipment include office machinery e.g. computers and printers, office furniture e.g. desks and chairs, mobile phones, portable power tools and wheelchairs etc.

Items that rely exclusively on manual power for its operation and are designed to be primarily supported by hand, for example a screw driver and office stationary, are excluded from this policy guideline and are covered by the general duty of care under the Act.

Workplace facilities that are not classified as plant and equipment, but are defined as structure (e.g. children's playgrounds) must be safely maintained (refer to [GD024 Policy Guideline– Work Environment and Facilities Safety \(WHS\)](#) [under review]).

4.2 Biomedical Devices

Biomedical devices, as per all other plant and equipment, are subject to the [SA Health Policy Directive – Hazard Identification and Risk Management \(WHS\)](#) process.

Reference should be made to the [SA Health Policy Directive – Management of Biomedical Technology \(D0284\)](#) for any item of plant or associated equipment that constitutes a biomedical device, for instructions specific to this type of equipment.

SA Health Biomedical Engineering (BME) Service is responsible for the procurement, installation, certification, decommissioning or dismantling of all such items.

4.3 Hazard and Risk Management

The *Work Health and Safety Act 2012 (SA)* and *Work Health and Safety Regulation 2012 (SA)* in accordance with [SA Health Policy Directive – Hazard Identification and Risk Management \(WHS\)](#), requires SA Health LHN/HS/BUs and workplaces to ensure, so far as is reasonably practicable, that workers and other persons are not put at risk from work carried out as part of the business or undertaking.

LHN / HS / BU and workplaces must ensure that a risk assessment is completed for each item of plant and equipment prior to its purchase or hire and use. The risk assessment should be completed in consultation with Health and Safety Representatives (HSRs) and other relevant workers to ensure suitable risk control measures are identified.

Before completing a risk assessment, each item of plant and equipment in the workplace must be inspected so that all potential hazards are identified. The following should be considered:

- How the plant and equipment is going to be used and operated;
- Other activities that may be carried out for example installation, commissioning, maintenance and repair, transport, storage and dismantling;
- the condition of the plant and equipment, for example its age, its maintenance history and how frequently the plant is used;
- the suitability of the plant, for example is it actually being used for its intended purpose;
- the location of the plant, for example what is its impact on the design and layout of the workplace and are workers able to access the plant without risk of slips, trips or falls.

All identified hazards following the inspection must be risk assessed. To assess the potential risk of a hazard associated with plant and equipment consider:

- How the item of plant or equipment will be used;
- The layout and physical conditions of the workplace;
- The range of methods by which the work can be completed;
- The competence of persons to undertake the work.

Appropriate control measures must be implemented using the hierarchy of controls. Where the risk is unable to be eliminated, consideration of the following common examples of risk control measures of plant and equipment risks at a workplace must occur/prevail:

- determining whether the task can be completed by an alternative method;
- installing and maintaining fixed guarding on machinery;
- Installing emergency stop and warning devices.
- Regular inspection, testing and maintenance of all safety features and warning devices;
- training workers in appropriate courses to obtain the required competencies;
- Use of administrative controls e.g. developing Safe Work Procedure (SWP);
- Isolation and Lock Out procedures;
- Use of Personal Protective Equipment (PPE) e.g. ear and eye protection.

Risk assessments of plant and equipment should be reviewed:

- After an incident;
- After change to the work environment and / or work process;
- After a change in legislation;
- After modification to existing plant and equipment;
- When a new hazard is identified and not risk controlled;
- In any other case, no less than every 2 years.

For more information on common types of control measures for plant refer to [SA Health WHSIM Form – Plant/Equipment Hazard Identification and Risk Assessment \(FOR205\)](#) Appendix B - Plant / Equipment Safety Control Measures and Appendix D - Developing a Safe Work Procedure in addition to the *Code of Practice - Managing the Risks of Plant in the Workplace*.

Record of hazards identified and corrective actions must be documented in the WHS Risk Treatment Plan. Refer to [SA Health WHSIM Form - Plant /Equipment Hazard Identification and Risk Assessment \(FOR205\)](#) Appendix A - WHS Risk Matrix and WHS Risk Treatment Plan and Appendix C - Plant / Equipment – Fixing Hazards Flowchart.

Where the risk controls include development of procedures for the safe operation and/or use of plant and equipment, a [SA Health WHSIM Template - Safe Work Procedure \(SWP\) \(TMP067\)](#) should be completed and displayed adjacent to all items of fixed plant and accessible to operators of portable plant and equipment.

4.4 High–Risk Plant Registration and Licensing

Certain type of plant that is deemed to be high-risk requires a High Risk Work (HRW) licence and/or registration from the WHS Regulator (SafeWork SA) before the plant can be installed, commissioned and operated.

High-Risk Plant includes:

- Lifts including escalators and moving walkways;
- Forklifts and industrial lift trucks;

- Fixed tower cranes;
- Large mobile cranes;
- Scaffolding;
- Reach Stackers and Elevated Work Platforms;
- Boilers of various types;
- Numerous pressure vessels;
- Building Maintenance boxes;
- Amusement devices covered by Section 2.1 of AS 3533.1 - Amusement Rides and Devices except for certain Class 1 structures.

SA Health must ensure workers who intend to operate high risk plant have appropriate licences or are training towards attaining a licence. Requirements for obtaining a Licence for High Risk Work, may include training, and assessment by an accredited assessor. The best approach is to identify hazards and manage risks associated with the specific work being undertaken using the code of practice that applies to the industry.

Refer to [SA Health WHSIM Form - Classes of High Risk Work Licences Table \(FOR328\)](#) that sets out the classes of high risk work licences and the types of plant involved.

4.4.1 Registration Requirements – Exemption for Playgrounds

Children’s playground equipment (swings, slides, sandpits, etc.) are exempt from registration (unlike other amusement devices), SA Health LHN/HS/BU and WPs still have a duty of care to ensure a safe environment for consumers and members of the public and, therefore, a hazard identification and risk management process must be engaged.

Refer to the following documents for guidance:

- [FOR199 Form – Worksite Safety Checklist - Grounds and Gardens;](#)
- [FOR204 Form – Worksite Safety Inspection Checklist – Maintenance;](#)
- [GD024 Policy Guideline – Work Environment and Facilities Safety \(WHS\) \[under review\]](#)
- AS/NZS 4685:2014 Playground Equipment and Surfacing

4.5 Motor Vehicles

In the context of this policy guideline, vehicles are considered as an item of plant. A vehicle includes, but is not limited to:

- Cars
- Buses
- Forklifts
- Trucks
- Tractors
- Hire and fleet vehicles
- Ambulance vehicles.

The use of private vehicles for travel to and from the workplace is considered to be out of scope of the policy guideline.

SA Health has an obligation to provide a safe and productive workplace for its workers who use and depend on vehicles to carry out their duties. SA Health must ensure that all plant and equipment is regularly maintained and serviced in accordance with manufacturers/designers specifications ensuring safe operation and efficiency.

Refer to [SA Health WHSIM Form - Worksite Safety Checklist – Government Motor Vehicle Inspection](#) to assist with the safety criteria of ensuring a vehicle is regularly maintained.

The [SA Health Policy Directive - Remote or Isolated Work Safety \(WHS\)](#) and associated guidance material provides direction for a risk management approach to the identification of hazards and risks associated with remote or isolated work, including guidance on working from a vehicle including road travel, and the training provisions that must be addressed i.e. driver safety, using government or other vehicles, driving in isolated or remote / rural areas and defensive driver training. [SA Health WHSIM Flowchart - Working from a Vehicle \(WHS\)](#) also assists in the process required in the identification of hazards and risks associated with travel and working from a vehicle.

The South Australian Government Financing Authority (SAFA) is responsible for owning and funding the South Australian government fleet vehicles. In addition, SAFA is responsible for:

- accident management (repairs and claims);
- short term hire pool; and
- management of all government fleet policies.

Ordering and leasing procedures is considered to be out of scope of this policy guideline.

The Fleet SA Safe Driving Policy is an initiative of the State Government and Fleet SA to address the safe use of vehicles in the workplace by all government employees. The Fleet SA Safe Driving Policy has been developed to be adopted by SA Government Agencies in whole, or in part, to compliment their existing health and safety practices in relation to the use of vehicles in the workplace.

For more information refer to the [Fleet SA Management Handbook](#) and [policies page](#).

4.6 Plant and Equipment – Documentation

Details of safety inspections, maintenance and modifications of plant and equipment must be maintained and accessible for as long as the item remains in use.

SA Health LHN/HS/BU and workplaces must ensure plant and equipment records are updated and reviewed when new plant/equipment is introduced into or removed from the workplace or as a minimum no less than annually.

Refer to [SA Health WHSIM Register – Plant / Equipment / High Risk Plant Register \(R007\)](#) for a sample Register to assist with this task.

4.7 Commissioning of Plant and Equipment

SA Health workers who design, manufacture, supply, and maintain plant and equipment have a duty of care to ensure that the installation, maintenance, use, decommissioning, and dismantling are undertaken safely and that these items are free from risk, taking reasonably practicable steps to eliminate (wherever possible) or minimize any hazards associated with workplace plant and equipment.

All plant and equipment prior to trial, installation and commissioning, and at any time the plant or equipment is modified, must be subject to a hazard identification and risk assessment process. Refer to [SA Health WHSIM Form - Plant and Equipment Safety Risk Assessment \(FOR205\)](#) for guidance.

4.8 Donated Plant and Equipment

SA Health Procurement and Supply Chain Management (PSCM) are responsible for donations, including providing instructions on the safety and performance criteria for donations of plant and equipment.

For more information on the general principles applying to the donation of plant and equipment refer the [PSCM Intranet Page](#).

4.9 Recall, Decommissioning, Removal

Plant and equipment hazard / recall alerts issued by SA Health / manufacturers/suppliers and / or regulators (SafeWork SA, Therapeutics Goods Administration (TGA)) are to be systematically managed by LHN / HS / BU / WP, undertaking such action as is recommended at the time.

When an alert regarding plant or equipment reaches LHN / HS / BU / WP directly from supplier / manufacturer, that LHN / HS / BU / WP will inform the SA Health Safety and Quality Unit and Workforce Health accordingly, in addition to implementing supplier or manufacturer devised remedial action, if any.

All workplace plant and equipment, having reached the end of serviceable life, must be safely dismantled and / or removed from the workplace. Refer to [SA Health Plant and Equipment Retirement Policy \(D0292\)](#) which contains relevant instructions.

4.10 Unsafe/Faulty Electrical Equipment

SA Health LHN / HS / BU / WP and Contractors must ensure that any unsafe electrical equipment within their management or control is disconnected or isolated from its electricity supply and once disconnected is not reconnected until it is repaired or tested and found to be safe or is replaced or permanently removed from use.

Electrical equipment is unsafe if there are reasonable grounds for believing it to be unsafe, for example physical damage to device or power cable from being dropped.

Unsafe electrical equipment must be isolated or locked out where possible and not be reconnected unless it is repaired or tested by a competent person confirming it is safe to use. A competent person must apply any appropriate lockout system and must be recorded on the site maintenance schedule. All workers who operate the equipment must be properly advised.

Unsafe electrical equipment must be labelled with an 'Out of Service' or 'Danger' tag indicating it is unsafe and must not be used. This is to prevent inadvertent use before the electrical equipment can be tested, repaired or replaced.

SA Health LHN/HS/BU and workplaces must implement the following procedures to ensure unsafe equipment is not used at a workplace:

- Procedures requiring the physical condition of electrical equipment including the lead and plug connections to be checked prior to use, as appropriate;
- Procedures for taking the electrical equipment out of service if there is any doubt as to electrical safety, including during use procedures for reporting faulty equipment.

Refer to GD032 Policy Guideline – Electrical Safety (WHS) (in draft) and the *Code of Practice for Managing Electrical Risks in the Workplace* for more information.

4.11 Chemical Safety

This policy guideline requires additional steps be taken by LHN / HS / BU / WP with respect to chemical safety risk assessments whenever workplace plant and equipment use or emit hazardous chemicals or dangerous materials.

Diagnostic and therapeutic plant and equipment used for patient care may contain, emit, or necessitate the use and discharge of chemicals, including therapeutic drugs (e.g. cytotoxic drugs, ototoxic chemicals or pharmaceuticals).

Chemical Safety Data Sheets (SDS) associated with plant and equipment must be made available and accessible to all workers operating or in the vicinity of these devices. Refer to SA Health FOR206 Form – Chemical Safety - Risk Assessment [in draft] for the systematic approach to conducting preliminary chemical risk assessments, and note that a subsequent safe work method statement (SWMS) (process / task focussed chemical risk assessment) may also be required. Refer to SA Health FOR321 – Chemical Safety – Task Risk Assessment (SWMS) [in draft] for further guidance.

For more information refer to GD039 Policy Guideline – Chemical Safety in the Workplace (WHS) [in draft] and the *Code of Practice for Managing Risks of Hazardous Chemicals in the Workplace* for details regarding safe use and handling of workplace chemicals.

4.12 Training and Instruction

Workers intending to operate or handle plant and equipment in the workplace must be trained by a competent and authorised persons prior to using the plant and equipment. Workers must be provided with information, instruction and supervision necessary to protect them from risks arising from the use of the plant. A worker that intends to operate high-risk plant must obtain a licence to perform high risk work.

Refer to [SA Health WHSIM Form - Classes of High Risk Work Licences Table \(FOR328\)](#) (in draft) that sets out the classes of high risk work licences and the types of plant involved.

4.13 Records Management

SA Health is accountable to maintain and protect the integrity and accessibility of all official documents and records by ensuring SA Health LHN/HS/BU and workplaces have a robust document control and records management system.

- 4.13.1 SA Health LHN/HS/BU or Contractor in management or control of plant must keep a record of all plant and equipment including those items that require design or item registration, including records of all tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations of the plant. These records must be kept throughout the working life or period the plant is used or until the person relinquishes control of the plant. The record must be readily accessible and available for inspection under the Act.

If there is a presence sensing safeguarding system at a workplace the person with management or control of the plant must keep a record of safety integrity tests, inspections, maintenance, commissioning, decommissioning, dismantling or alterations for the life of the plant or until control is relinquished or in any other case for 5 years.

Refer to [SA Health WHSIM Register – Plant / Equipment / High Risk Plant Register \(R007\)](#) for a model register to assist with this task.

- 4.13.2 All official WHSIM records must be retained in accordance with *Work Health Safety Regulations 2012 (SA)* and GDS15 – General Disposal Schedule (State Records), and remain accessible until no longer required;

All WHSIM records will be retained either centrally or locally and disposed of in accordance with both the SA Health's Record Management Procedure 005 and [SA Health Policy Guideline - System Documentation Management \(WHSIM\) \(GD041\)](#).

4.14 Hazard, Incident Reporting and Investigation Management

In accordance with [SA Health Policy Directive – Work Health Safety Reporting and Investigation](#) efficient and timely hazard and incident reporting, investigation and resolution is an integral component of a successful and compliant safe work system.

All WHS hazard, incidents with injury and/or no harm must be reported on the SA Health Safety Learning System (SLS). Refer to [SA Health Procedure - Reporting and Investigating WHS Hazards and Incidents](#) and [SA Health Flowchart – Work Health Safety Incident Reporting and Investigation](#) for the step by step process.

All incidents that affect a client (or other persons) must be reported as a patient incident in the SA Health Safety Learning System (SLS) to ensure the correct investigation is conducted.

Where an injury has been sustained by a worker, the injury must also be reported to WHS Injury Management on 1800 702 264. All SAAS workers must report the injury to the SAAS State Duty Manager on 1800 886 268.

All dangerous incidents, work related deaths and serious injuries that require admittance to hospital as an inpatient or immediate treatment for any condition constitute a Notifiable Incident and must be reported to the regulator SafeWork SA as soon as practicable.

In the context of this policy guideline, a dangerous incident includes an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to—

- an uncontrolled escape, spillage or leakage of a substance; or
- an uncontrolled implosion, explosion or fire; or
- an uncontrolled escape of gas or steam; or
- an uncontrolled escape of a pressurised substance; or
- electric shock; or
- the fall or release from a height of any plant, substance or thing; or
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations.

For further guidance on how to report a notifiable incident, refer to flowchart [SA Health Form – Reporting and Notification of a Notifiable Incident](#).

Should an electrical incident occur, the relevant LHN/BU Facilities Management Unit must be contacted to inspect the electrical outlet, plant and equipment. Should the electrical incidents involve medical device, the relevant LHN/HS BME Department must be notified

and the faulty medical device must be removed from service, all accessories and patient connections quarantined and labelled with a relevant work request tag.

The Office of the Technical Regulator must be notified by the electrical worker or occupier of the premise where the incident occurred in accordance with the *Electricity Act 1996* (Section 63) and *Electricity (General) Regulations 2012* (Section 70).

Refer to GD032 Policy Guideline – Electrical Safety (WHS) [in draft] and the *Code of Practice for Managing Electrical Risks in the Workplace* for more information.

4.15 Contractor Safety Management

In accordance with *Work Health and Safety Act 2012* (SA), contractors have a duty as workers on behalf of SA Health, to take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of others.

For all high risk construction work Contractors must provide Safe Work Method Statements (SWMS) to the Principal Contractor in management or control of the workplace prior to the commencement of construction work being undertaken. A SWMS identifies all foreseeable hazards that are likely to be encountered when undertaking a task or process and provides detailed guidance on how to carry out the tasks safely.

Refer to GD042 Policy Guideline - Contractor Safety Management (WHS) [in draft] which describes SA Health's strategic requirements for ensuring safe systems of work for the duration of any provision of service, work or activity being undertaken by contractors / service providers within defined areas of management and control on behalf of SA Health.

5. Roles and Responsibilities

In accordance with [SA Health Policy Directive – Roles, Responsibilities and Governance \(WHS\)](#), the following outlines the respective roles of relevant parties in the context of this Policy Guideline:

5.1 Chief Executive / Deputy Chief Executive

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this Policy Guideline;
- Establish awareness and accountability for the implementation of this Policy Guideline.

5.2 Chief Executive Officers / Chief Operating Officers (LHN / HS / BU)

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this Policy Guideline;
- Provide financial and physical resources needed for the implementation and support of this Policy Guideline;
- Demonstrate an understanding of, and commitment to, a systematic hazard and risk management process for plant and equipment safety in the workplace.

5.3 Executive Directors / General Managers / Directors (LHN / HS / BU / WP)

Will take reasonably practicable steps to:

- Exercise due diligence to ensure compliance with the intent of this Policy Guideline;

- Demonstrate an understanding of and a commitment to the systematic hazard identification and risk management of plant and equipment safety in the workplace;
- Ensure the allocation and use of worker and financial resources to effectively manage and support the hazard identification and risk management program;
- Ensure adequate resources for the training of workers in the safe operation of plant and equipment in the workplace and associated safe work procedures;
- Ensure that managers and supervisors have the knowledge and the skills to determine the plant and equipment training needs of workers;
- Monitor the effectiveness of existing plant and equipment risk control measures, strategies and treatments.

5.4 Site Managers / Line Managers / Supervisors / Team Leaders

Will take reasonable practicable steps to:

- Exercise due diligence (where relevant) to ensure compliance with the intent of this policy guideline;
- Provide workers with adequate direction and support to fulfil their responsibilities regarding workplace plant and equipment safety;
- Ensure that mechanisms are in place to identify and register plant and equipment requiring registration with an appropriate regulator (e.g. Safe Work SA);
- Ensure that mechanisms are in place to accurately maintain plant and equipment registers and maintenance records;
- Ensure that mechanisms are in place to implement hazard identification processes;
- Conduct risk assessment of plant and equipment:
 - Prior to initial use;
 - After an incident;
 - After change to the work environment and / or work process;
 - After change in legislation;
 - After modification to existing plant and equipment;
 - In any other case, no less than every 2 years.
- Consult with workers and workplace Health and Safety Representatives during hazard identification and risk management for plant and equipment in the workplace;
- Ensure that safe work procedures are developed, implemented, reviewed and monitored for effectiveness, whenever potential hazards are identified;
- Where applicable, ensure that a Safety Data Sheet is available and accessible for each chemical used with plant (whether it is used to power the plant or is itself generated by its operation);
- Identify WHSIM training needs of workers, and where relevant provide such training as is needed to safely operate plant and equipment or carry out duties in close proximity to plant (e.g. when implementing safe work procedures);
- Take corrective actions to control identified hazards and risks arising from workplace plant and equipment;
- Evaluate the effectiveness of existing risk controls, strategies and treatments and regularly report on outcomes and on any incidents involving plant and equipment;

5.5 Contractors

Will take reasonably practicable steps to:

- Exercise due diligence (where relevant) to ensure compliance with the intent of this Policy Guideline;

- Abide by the terms of the contract / service level agreement, including compliance with work health and safety responsibilities for induction and orientation prior to commencement of any contracted work;
- Ensure that they and any subcontractors that may be engaged by them possess all the competence, accreditations, licences and permits that may be required for work to be performed for SA Health (e.g. installation, recharge, modification, dismantling or disposal of plant and equipment);
- Ensure that a risk management approach is undertaken to identify any hazards and risks associated with the task(s) commissioned from them, taking into account physical location of the works and heeding workplace alerts and cautions that are present at that location;
- Report any incident involving plant and equipment in accordance with [SA Health Policy Directive – Work Health and Safety Reporting and Investigation \(WHS\)](#);
- Comply with SA Health / LHN / HS / BU / WP policy, policy guidelines, safe work procedures and instructions by SA Health authorised personnel (as relevant).

5.6 Workers

Will take reasonable care to:

- Use and maintain workplace plant and equipment as required for their intended purpose;
- Follow any reasonable instruction issued in relation to workplace plant and equipment;
- Attend any training required for the safe operation of plant and equipment e.g. training for implementation of safe work procedures;
- Refrain from operating plant and equipment whenever it may be unsafe to use it:
 - when unsure how to operate an item safely;
 - where a part of a protective guard is missing or damaged;
 - where plant is locked out or requires service/maintenance;
 - if plant or equipment to be used uses or produces chemicals and there is no Safety Data Sheet available.
- Immediately report to the line supervisor or HSR or both any hazards, malfunctions, and other events involving workplace plant and equipment that pose an immediate risk to any person;
- Report all other hazards, unsafe work practices or hazardous working conditions to their line supervisor before the end of shift / working day;
- Assist line supervisor with the risk assessment and hazard control process for workplace plant and equipment, as directed.

5.7 Workforce Professionals

Will take reasonable care to:

- Facilitate the implementation of this policy guideline throughout their delegated LHN / HS / BU / WP;
- Monitor compliance with this policy guideline and report on implementation outcomes;
- Provide advice and support to managers and workers with regard to hazard identification, risk management, and any incidents involving plant and equipment throughout their delegated LHN/HS/BU/WP;
- Investigate all incidents involving plant and equipment immediately to ensure the appropriate corrective actions have been taken to prevent further injury;
- Ensure the relevant government organisation has been notified for all notifiable incidents;
- Provide specialist advice, guidance and recommendations with respect to legislative requirements including interpretation of the *WHS Regulations 2012* (SA) and relevant Codes of Practice;

- Consult with LHN/HS/BU/WP Health and Safety Representatives with respect to workplace plant and equipment risk management, and inform them about any worksite incidents.

6. Reporting

6.1 SA Health WHSIM Corporate Documentation - Key Performance Indicators

This Policy Guideline may be subject to KPI reporting as per the SA Health WHSIM Performance Review and Continuous Improvement Framework.

6.2 Reporting Incidents to the Regulator

6.2.1 All dangerous incidents (e.g. electrical shocks), work related deaths and injuries that require admittance to hospital as an inpatient or immediate treatment for any condition constitute a Notifiable Incident and must be reported to the regulator SafeWork SA within 48 hours, in accordance with Section 38 of the *Work Health & Safety Act 2012* (SA).

6.2.2 The Office of the Technical Regulator must be notified by the electrical worker or occupier of the premise where the electrical incident occurred in accordance with the *Electricity Act 1996* (Section 63) and *Electricity (General) Regulations 2012* (Section 70).











The Office of the Technical Regulator must be:

- telephoned immediately in the case of a death resulting from the electrical accident;
- within 1 working day in the case of a person requiring medical assistance;
- within 10 working days for all other incidents.

7. EPAS

N/A

8. National Safety and Quality Health Service Standards

									
<u>National Standard 1</u>	<u>National Standard 2</u>	<u>National Standard 3</u>	<u>National Standard 4</u>	<u>National Standard 5</u>	<u>National Standard 6</u>	<u>National Standard 7</u>	<u>National Standard 8</u>	<u>National Standard 9</u>	<u>National Standard 10</u>
<u>Governance for Safety and Quality in Health Care</u>	<u>Partnering with Consumers</u>	<u>Preventing & Controlling Healthcare associated infections</u>	<u>Medication Safety</u>	<u>Patient Identification & Procedure Matching</u>	<u>Clinical Handover</u>	<u>Blood and Blood Products</u>	<u>Preventing & Managing Pressure Injuries</u>	<u>Recognising & Responding to Clinical Deterioration</u>	<u>Preventing Falls & Harm from Falls</u>
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9. Other

N/A

10. Risk Management

Work Health and Safety risk management guidance and considerations defined in this policy guideline align in principle with the [SA Health Risk Management Framework 2014](#) and ISO 31000 Risk Management- Principles and guidelines.

11. Evaluation

In accordance with [SA Health Policy Directive – Performance Review and Continuous Improvement](#), implementation of this Policy Guideline will be monitored via the SA Health WHS Internal Audit Program against the following criteria:

- A hazard identification and risk management process is implemented, monitored and reviewed in consultation with workers, for plant and equipment in the workplace.
- Plant and equipment risk assessments are completed prior to operational service.
- Plant risk assessments are reviewed at least biennially, but also when the plant is modified or its use changes and when statutory provisions are amended.
- Safety Data Sheets accompany all plant using or emitting hazardous chemicals.
- Safe work procedures are available and current which document measures to control risk associated with plant and equipment.
- Inspection and maintenance programs are established and implemented for plant and equipment, in line with manufacturers recommendations.
- Plant and equipment safety is incorporated into the SA Health procurement process for pre-purchase trials of plant and equipment.
- Items of high-risk plant are registered with Safe Work SA and those registrations renewed at least every five years.
- Induction and training is provided to all relevant workers in safe operation of plant and equipment, including safe work procedures.
- Worker and supervisor training records are compiled and maintained, including records of the Plant and Equipment (WHS) e-learning training module.
- All other documentation relating to management of plant and equipment is retained for requisite time periods.

12. Definitions

Refer to [SA Health Work Health Safety Injury Management System – Glossary and Terms](#) for further definitions and clarification on general terms used throughout this policy guideline.

In the context of this document:

- **Competent Person** means: A person who has acquired through training, qualification or experience the knowledge and skills to carry out the task. A **competent person** has a more specific meaning in the following circumstances:
 - For design verification, the person must have the skills, qualifications, competence and experience to design the plant or verify the design;
 - For inspection of plant for registration purposes the person must have:

- Educational or vocational qualifications in an engineering discipline relevant to the plant being inspected, or
- Knowledge of the technical standards relevant to the plant being inspected.
- For inspection of mobile cranes, tower cranes and amusement devices the person must:
 - Have the skills, qualifications, competence and experience to inspect the plant, and be registered under a law that provides for the registration of professional engineers (in jurisdictions where such a law exists), or
 - be determined by the WHS regulator to be a competent person.
- **Safe Work Method Statement** means:
 - (a) in relation to electrical work on energised electrical equipment—a safe work method statement prepared under regulation 161;
 - (b) in relation to high risk construction work—a safe work method statement referred to in regulation 299 (as revised under regulation 302);

13. Associated Policy Directives / Policy Guidelines

[SA Health WHSIM Policy Directive – Hazard Identification and Risk Management](#)
[SA Health Policy Directive – Management of Biomedical Technology \(D0284\)](#)
[SA Health Policy Directive - Plant and Equipment Retirement Policy \(D0292\)](#)
[SA Health WHSIM Policy Directive – Work Health Safety Reporting and Investigation](#)
[SA Health WHSIM Policy Guideline – Chemical Safety in the Workplace \(WHS\)](#)
[SA Health WHSIM Policy Guideline – Contractor Safety Management \(WHS\) \(in draft\)](#)
[SA Health WHSIM Policy Guideline - System Documentation Management](#)
[SA Health WHSIM Procedure – Reporting and Investigating WHS Hazards and Incidents](#)
[SA Health WHSIM Procedure – Worksite Safety Inspections](#)
[SA Health Risk Management Framework 2014](#)
[SA Health Work Health Safety Injury Management System – Glossary and Terms](#)

14. References, Resources and Related Documents

- AS/NZS 4685:2014 Playground Equipment and Surfacing
- *Electricity Act 1996*
- *Electricity (General) Regulations 2012*
- [Fleet SA Management Handbook](#)
- SafeWork Australia Model Code or Practice: Managing the Risks of Plant in the Workplace
- SafeWork Australia Model Code or Practice: Managing Risks of Hazardous Chemicals
- SafeWork Australia Model Code of Practice: Managing Electrical Risks in the Workplace
- SafeWork Australia Model Code or Practice: WHS Consultation, Cooperation, Coordination
- [SA Health WHSIM Flowchart – Working from a Vehicle \(WHS\)](#)
- [SA Health WHSIM Flowchart – Work Health Safety Incident Reporting and Investigation \(FOR222\)](#)
- [SA Health WHSIM Form – Chemical Safety Risk Assessment \(FOR206\)](#)

- [SA Health WHSIM Form - Classes of High Risk Work Licences Table \(FOR328\)](#)
- [SA Health WHSIM Form - Plant and Equipment Safety Risk Assessment \(FOR205\)](#)
- [SA Health WHSIM Form – Task/Process Chemical Risk Assessment \(FOR321\)](#)
- [SA Health WHSIM Form – Reporting and Notification of a Notifiable Incident \(FOR223\)](#)
- [SA Health WHSIM Form – Worksite Safety Checklist - Grounds and Gardens \(FOR199\)](#)
- [SA Health WHSIM Form – Worksite Safety Inspection Checklist – Maintenance \(FOR204\)](#)
- [SA Health WHSIM Form - Worksite Safety Checklist – Government Motor Vehicle Inspection](#)
- [SA Health WHSIM Register – Plant / Equipment / High Risk Plant Register \(R007\)](#)
- [SA Health WHSIM Template - Safe Work Procedure \(SWP\) \(TMP067\)](#)
- *Work Health and Safety Act 2012 (SA)*
- *Work Health and Safety Regulations 2012 (SA)*

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