MOBILE PLANT HEALTH AND SAFETY PROCEDURE

***SECTION 4*** *Operational Procedures and Guidelines*

PURPOSE

To provide guidance to control the health and safety risks associated with the use of mobile plant and equipment. Where a contractor has been appointed as Principal to control works on site this procedure shall be adopted as guidance material good practice minimum standard.

***PROCEDURE***

PURCHASE OF MOBILE PLANT AND EQUIPMENT

### TYPES OF EQUIPMENT

For the purposes of this procedure, mobile plant and equipment refers to equipment such as:

 forklifts

 loaders

 excavators

 tele - handlers

 dump trucks

 water carts

 dozers

### HEALTH AND SAFETY PROCUREMENT CONSIDERATIONS

Health and safety aspects associated with the use and maintenance of mobile plant and equipment shall be considered and where possible, eliminated at the procurement phase.

The following factors should be considered when selection mobile plant for purchase:

 stability under all foreseeable operating conditions

 safe access to and from the cab and other working locations on the vehicle

 the ergonomics of seating, layout of cabin, operator controls

 effective braking systems

 adequate visibility for the driver all around the vehicle

 headlights, a horn, windscreen wipers and warning devices, physical guards to protect dangerous parts such as power take-off shafts, chain drives, trapping points and exposed exhaust pipes

 protection for the driver from work risks, falling from the vehicle, falling objects and the effects of the vehicle overturning

 protection for the driver from the weather, noise, vibration, noxious fumes and dusts

 it is easy to inspect and maintain

Operators and maintainers of plant and equipment shall be consulted and involved in the selection and purchase process, in line with worker engagement and consolation processes.

TRAINING AND COMPETENCY

### REQUIREMENTS

All workers required to operate mobile plant and equipment shall be trained appropriately. This may include attending formal training to obtain recognised NZQA Unit Standards or manufacturer / supplier provided training.

The organisation shall ensure that workers are subject to practical training and assessment of their competency to operate mobile plant in a safe manner.

Practical training must cover aspects of operation, including

 start up and shut down of mobile plant

 training needs specific to the make and model of mobile plant

 safe operation

 use of required attachments

 dealing with emergencies, such as loss of control or loss of power

### RECORDS OF TRAINING

Persons in control of the workplace shall maintain records of mobile plant and equipment training and make available during inspections and audits.

COLLISION AVOIDANCE AND PEDESTRIAN SAFETY

### WARNING DEVICES

All mobile plant and equipment shall be fitted with warning devices that may include:

 Alarms, such as reversing beepers

 Lights, fixed headlights and rotating

Warning devices need to be suitable to the area the plant / equipment is operating in.

### SITE LAYOUT AND TRAFFIC MANAGEMENT PLAN

Site shall develop and implement a traffic management plan to reduce the risks of collision. The plan shall include:

#### Speed limits

Speed limits shall be developed to be reflective of:

 Type and frequency of traffic movements on site

 Braking distances and estimated operator reaction times

 Condition of road surface

 Proximity to pedestrian routes or work areas.

Where required, fixed speed control devices, such as speed humps, shall be installed.

#### Road Markings and Signage

Line marking shall be used for all roadways and parking facilities in areas where there is a risk of mobile plant and equipment collision.

Markings shall delineate rights of way, paths and direction of travel.

Traffic signs must be:

 Posted in places that can be easily seen by mobile plant operators

 Included in employee and contractor induction information.

### PEDESTRIAN ISOLATION

Where there is a risk of pedestrian collision, measures shall be developed to provide separation from mobile plant operating areas. These may include:

 Physical barriers

 Restrictive Zones

 Tactile markings and signs

OPERATING REQUIREMENTS

The organisation shall develop standard operating procedures, work instructions or similar that detail specific requirements for operation. These may include requirements such as:

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 Use of seatbelts or ROPS

 Limited access areas

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 Routine operator cleaning or maintenance activities

 Operating limitations of the plant / equipment

 Any modifications or non-standard attachments

### PRE-START CHECKS

All mobile plant and equipment shall be subject to a pre-start check before use. The pre-start check shall include:

 Oil/fuel levels

 Lights/horn

 Identification of damage that could be considered dangerous or cause loss of control

 Objects in the cab that could become projectiles in the event of sudden braking

 Objects on the floor that could interfere with the operator’s ability to use foot controls

 Tyre pressure and tread

 Wheel condition and tightness

 Lights, alarms/warning systems

 Brakes and hydraulic functions on the machine work

 Windscreen and mirrors

 Seat belts

 Vehicle registration and regulatory certification

 Attachments and power take off connections.

Where possible the pre-start checklist should be provided by manufacturer at time of supply.

The pre-start inspection shall include a mechanism to enable operators to report faults and remove plant / equipment from service pending further inspection or repair.

INSPECTION AND MAINTENANCE

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The organisation shall ensure that there are inspection and maintenance schedules and plans in place for all mobile plant and equipment.

### INSPECTION

As a minimum the organisation shall ensure that pre operational inspections are completed that look at:

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 steering, mirrors, CCTV and other visibility aids, lights and indicators

 safety devices such as interlocks, warning devices and control mechanisms and systems

 starting and stopping systems

Pre start checks should be completed in accordance with manufactures instructions or supplied inspection checklists. Examples of pre-start checklists can be found from manufactures web sites, or from resources including WorkSafe New Zealand.

In addition to the daily pre-start check, more thorough inspections shall be completed by a competent person (such as a mechanic or fitter). Servicing shall be carried out on an hours or mileage basis in accordance with the manufacturer’s instructions.

### MAINTENANCE AND SERVICING

All mobile plant must be maintained and serviced so that the mobile plant remain in a fit for purpose condition.

The maintenance and servicing plan shall include:

 Servicing and maintenance requirements, based on manufacturers/suppliers instructions/specifications.

 The requirement for service suppliers to be approved by the mobile plant provider.

 Competency of those conducting servicing and maintenance operations.

 Responsibility for conducting maintenance and servicing.

 An appropriate designated service area (if service to be conducted on site).

If maintenance is provided by third party, or off site workshop, records and oversight of quality assurance processes shall be undertaken in accordance with requirements detailed in Health and Safety when driving.

RECORD KEEPING

The following records shall be maintained:

 Log book or register of inspections and maintenance activities.

 Copies of daily plant inspection checks.

 Incident reports and investigations involving mobile plant or equipment.

 Operator training and competency assessments.

REFERENCES

### WATER NEW ZEALAND PROCEDURES & GUIDELINES:

#### Health and Safety Procedures:

 Contractor Health and Safety Management

 Job Safety Analysis

 Health and Safety Training Program

 Health and safety when driving

### LEGISLATION, REGULATION AND STANDARDS

 Health and Safety at Work Act 2015

 Health and Safety in Employment Regulations 1995 (Part 2)

 Worksafe New Zealand Guidance: Mobile Plant Safety

 Operator protective structures on self-propelled mobile mechanical plant - Approved Code of Practice (ACOP)

 AS 4801 Health and Safety Management System