MACHINERY SAFETY PROCEDURE

PURPOSE

Provide guidance and requirements for control of health and safety risks associated with the use of fixed plant and workshop machinery. Requirements for mobile plant is detailed in a seperate procedure.

Where a contractor has been appointed as Principal to control works on site this procedure shall be adopted as a minimum standard (best practice guidance material) if the Principal Contractor does not have an equivalent procedure.

GENERAL REQUIREMENTS

### RISK ASSESSMENT

Each item of plant/machinery shall have a risk assessment completed, documented and any required actions completed before that plant/machinery is put into service. The risk assessment shall take into account:

 Mechanical Hazards –entrapment, impact

 Non Mechanical Hazards – electricity, heat, noise

 Organisational Hazards – fatigue/shift work,

 Work Environment Hazards – ergonomics, work at heights, lighting levels

The risk assessment shall consider all aspects of the plant/ machinery function, including installation/assembly, operation, cleaning, maintenance and repair.

### CONTROL MEASURES

All risks/hazards identified during the risk assessment shall be controlled so far as reasonably practicable. These controls shall follow the Hierarchy of Control:

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

 Eliminations

 Minimisation

***PROCEDURE***

~ Substitution

~ Isolation

~ Engineering Controls

~ Administration Controls

~ Personal Protective Equipment

Guarding of plant/machinery shall be in compliance with Australian Standard, AS 4024 Safeguarding of Machinery.

TRAINING AND COMPETENCY

Before a worker operates, cleans, maintains or repairs an item of plant/machinery the worker shall be assessed as competent to perform the tasks required of them. This competency assessment shall be based on both training and experience, including:

 Qualifications – Formal education, trade certificates, NZQA Unit Standards

 Experience in operating similar plant/machinery

 Practical assessment by their supervisor

 General observation by their supervisor

Continual monitoring and observation shall occur following the initial competency assessment to demonstrate continual competency.

If a worker is not assessed as fully competent due to a lack of experience, additional supervision or training shall be provided to that worker until such time that that worker is deemed experienced and competent.

STANDARD OPERATING PROCEDURES

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

A Standard Operating Procedure (SOP) shall be developed for each item piece of plant/machinery. A copy of the SOP shall be made available to all workers required to operate, clean, maintain or repair the item of plant/machinery for which the SOP has been developed. Each SOP shall provide specific information for the plant/machinery, including the following information in this section.

***PROCEDURE***

### SCOPE OF OPERATION

Details of the design operating conditions, including design parameters such as:

 Operating capacity limits – dimensions, flow, pressure

 Operating temperature limits

 Statutory inspection/certification

 Suitable consumables

The SOP shall include details of standard start-up and shut-down procedures, including any pre/post operational checks required.

The SOP shall include details of periodic inspections/checks required for the safe operation of the plant/machinery.

### SPECIFIC HAZARDS AND CONTROLS

The SOP shall include a summary of the hazards and controls identified during the risk assessment for the operation, cleaning, maintenance, repair and (if the plant/machinery is relocatable) installation/assembly.

The SOP shall detail the points of isolation required to remove all energy sources to the plant/machinery, specific to the cleaning, maintenance or repair task required to be completed.

### TRAINING AND COMPETENCY

The SOP shall detail the training and competency required to operate, clean, maintain or repair the piece of plant/machinery

### REPAIR

The SOP shall detail any specific restrictions on the repair of the plant/machinery.

REFERENCES

### WATER NEW ZEALAND PROCEDURES & GUIDELINES:

#### Health and Safety Procedures:

 Job Safety Analysis

 Health and Safety Training Program

 Contractor Health and Safety Management

### LEGISLATION, REGULATION AND STANDARDS

 Health and Safety at Work Act 2015

 Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

 Health and Safety in Employment (Regulations) 1995

 Electricity (Safety) Regulations 2010

 WorkSafe New Zealand Safe Use of Machinery Best Practice Guidelines