

Contents

1. OBJECTIVE.....	3
2. BACKGROUND	3
3. SCOPE.....	3
4. WHAT MUST GO RIGHT?	3
5. PROCEDURE / IMPLEMENTATION	3
5.1. Powered mobile plant.....	3
5.2. Operator protective devices	4
5.2.1. Controlling the risk of mobile plant overturning	4
5.2.2. Controlling the risk of falling objects.....	5
5.2.3. Controlling the risk of operator ejection	5
5.2.4. Controlling the risk of collisions.....	6
5.3. Warning devices on powered mobile plant	6
5.4. Controlling risks to passengers	7
5.5. Blind spots for operators of powered mobile plant.....	7
5.5.1. Exclusion zones.....	7
5.5.2. Spotters.....	7
5.5.3. Systems of communication	8
5.6. Tractors	8
5.6.1. Roll-over protection on tractors	8
5.7. Industrial lift trucks	9
5.7.1. Use of appropriate lifting attachments	9
5.7.2. Controlling risks associated with industrial lift trucks	10
5.7.3. Warning devices on industrial lift trucks	11
5.8. Electrical plant and plant exposed to electrical hazards.....	11
5.9. Plant used to lift or suspend loads	12
5.10. Lifts.....	13
5.10.1. Notice of rated capacity of lift	13
5.11. Tower cranes	14
5.12. Scaffolds.....	14
6. Responsibilities.....	15
6.1. Senior Leaders	15
6.2. Operational Leaders	15
6.3. HSW Team	16

6.4. Staff, Students, Researchers and Third Parties 16

6.5. Visitors 16

7. Definitions 16

8. Supporting Documents..... 16

1. OBJECTIVE

To provide details of requirements for the safe use of specific plant at RMIT by employing safe systems of work to minimise the risks associated to as low as reasonably practicable.

2. BACKGROUND

General requirements and risk controls for specific plant is prescribed in the ***Occupational Health and Safety Regulations (VIC)***, (the ***Regulations***).

The specific plant referred to in the ***Regulations*** are:

- powered mobile plant
- tractors
- industrial lift trucks
- electrical plant and plant exposed to electrical hazards
- plant used to lift or suspend loads
- lifts
- tower cranes
- scaffolds

3. SCOPE

This guideline applies to RMIT globally for specific plant noted above.

NOTE – for the purposes of this document, the term **plant** applies to both plant and equipment.

NOTE – Referenced legislation applies to Australian jurisdictions only. RMIT campuses in other jurisdiction must refer to local applicable legislation, where available.

4. WHAT MUST GO RIGHT?

The ‘What must go right?’ principles applicable to this guideline are:

- Risks for specific plant are systematically identified, assessed and controlled, as required under the ***Regulations***, to eliminate or reduce the risk of harm. This includes prior to purchasing, modifying or manufacturing plant.
- Safe systems of work and learning are developed, documented and effectively implemented in the work and learning environments
- All staff, students, researchers and third parties who purchase, use and maintain specific plant understand the risks and controls associated with the plant.

5. PROCEDURE / IMPLEMENTATION

5.1. Powered mobile plant

Powered mobile plant means:

“plant that is provided with some form of self-propulsion and is ordinarily under the direct control of the operator (e.g. forklifts, tractors, quad bikes, earth-moving machinery and mobile cranes)”.

Activity and Plant Risk Assessments must be completed for activities which include powered mobile plant. (*HR – HSW-PR09-TM01 – HSW Risk Assessment* and *HR – HSW-PR37-TM02 – HSW Plant & Equipment Risk Assessment Template*)

Risk assessment must specifically include consideration of:

- the powered mobile plant overturning
- objects falling on the operator of the powered mobile plant or others in the vicinity
- the operator being ejected from the powered mobile plant or
- powered mobile plant colliding with pedestrians or other powered mobile plant

5.2. Operator protective devices

Senior and Operational Leaders must ensure that a suitable combination of operator protective devices is provided, maintained and used for powered mobile plant to reduce the risk of the plant overturning, objects falling on the operator or the operator being ejected from the plant (so far as is reasonably practicable).

Examples of operator protective devices include roll-over protective structures (ROPS), falling object protective structures (FOPS), and operator restraining devices such as seatbelts. Operational Leaders must consider sourcing operator protective devices that account for human behaviour, such as sequentially interlocking seatbelts that do not let the plant move until the operator is seated and the seatbelt fastened.

ROPS must be fitted to quad bikes where there is a risk of roll-over.

There are different duties that apply in relation to the fitting of roll over protection on tractors and these are detailed in the section below on “**Tractors**”.

5.2.1. Controlling the risk of mobile plant overturning

Powered mobile plant overturning is a serious risk. Senior and Operational Leaders need to consider the type of powered mobile plant being used in the work and learning environment to ensure that it is the most appropriate for the activities undertaken.

Stakeholders completing activity and plant risk assessments must consider the following factors:

- unstable ground conditions – soft ground that is unable to support the mobile plant’s bearing load can cause it to overbalance
- uneven ground – different surface levels can cause an overbalance, such as a tractor being driven in a paddock or on an unsurfaced road
- uneven and unsurfaced roads – mobile plant can lose control while travelling on roads that are uneven or unsurfaced
- loss of vehicle traction on the road surface
- mobile plant failure caused by defective, worn out or poorly maintained components including brakes, steering, tyres or suspension
- collision with other plant or objects
- the type of load – some materials (e.g. soft, sticky clays) may remain within the body of certain types of mobile plant, potentially causing an overbalance while dumping
- uneven load distribution, and
- poor road signage, traffic management and communication practices.

Operational Leaders are to ensure that documented Safe Work Instructions (SWI) and Safe Operating Procedures (SOP) – i.e. safe systems of work - are developed and implemented. SWIs and SOPs must include instructions and measures that reduce the likelihood of roll-over. Such measures include:

- ensuring mobile plant is operated in line with manufacturer’s recommendations – including load limits and other specific features
- ensuring regular inspections and maintenance are undertaken on essential components such as brakes, steering, tyres (including pressure) and suspension in accordance with the manufacturer’s recommendations, or where practicable, by the manufacturer’s authorised service provider
- ensuring the surface of any off-loading area is appropriate for the mobile plant’s requirements in accordance with the manufacturer’s recommendations
- establishing appropriate rules and standards for safe onsite road and travel-way use, including speed limits for travel and manoeuvres, taking into account changing environments and conditions

5.2.2. Controlling the risk of falling objects

Powered mobile plant may be used in a range of working and learning environments, some of which may expose the operator to falling objects (e.g. tree branches and stacked objects). To control the risk of an operator being exposed to falling objects, Operational Leaders must consider the following risk controls:

- substituting the activity process with another process that eliminates the risk to the operator of falling objects
- only allowing use of the powered mobile plant in environments where the operator is not exposed to falling objects and
- fitting operator protective devices such as a falling object protective structure (FOPS) cabin to protect the operator against falling objects.



Figure 1 – Example of falling object protective structure (FOPS) fitted to excavator cabin

5.2.3. Controlling the risk of operator ejection

Powered mobile plant can be used in working and learning environments that put the operator at risk of being ejected from the plant. To control the risk of operator ejection, Operational Leaders must consider the following risk controls:

- substitute the activity process with another process where the likelihood of ejection is eliminated
- ensure the design of the operator seating is such that the operator will not be ejected
- ensure that appropriate operator restraints are fitted (e.g. seatbelts) and used, and

- ensure appropriate operator protective devices are fitted such as roll-over protection structures (ROPS) to reduce the risk of injury if ejection occurs.



Figure 2 – Example of roll-over protection structures (ROPS) fitted to a ride-on mower

Specific duties under the **Regulations** in relation to the fitting of operator protective devices are detailed in applicable sections below.

5.2.4. [Controlling the risk of collisions](#)

Powered mobile plant may be used in environments where there is a risk of powered mobile plant colliding with pedestrians or other powered mobile plant. To control the risk of collisions, Operational Leaders must consider the following risk controls:

- planning of the area where powered mobile plant will operate
- isolating pedestrians by barriers, distance and time
- presence sensing systems
- traffic management systems (e.g. speed limits, travel direction, speed humps)
- spotters
- personal protective equipment (e.g. reflective vests).

5.3. [Warning devices on powered mobile plant](#)

Senior and Operational Leaders must ensure that powered mobile plant that has the likelihood of colliding with pedestrians or other powered mobile plant is fitted with a warning device that will warn people who may be at risk from the movement of the plant.

Operational Leaders must consider:

- the specifics and layout of the work and learning environment.
- the type of powered mobile plant; and
- whether a combination of devices is required, such as acoustic *and* visual.

Examples of the types of warning devices which could be considered are detailed the **HR – HSW-PR37 – Plant and Equipment Safety** process document.

5.4. Controlling risks to passengers

Senior and Operational Leaders must ensure that a person, other than the operator, does not ride on powered mobile plant unless the person is provided a level of protection from exposure to any risk that is equivalent to that provided to the operator (e.g. a designated passenger seat and seatbelt within the ROPS protective parameter).

For example, passengers need to be provided with equivalent roll-over protection, protection from falling objects and ejection from the mobile plant as provided to the operators.

5.5. Blind spots for operators of powered mobile plant

Operators of powered mobile plant can often have restricted visibility of nearby people, including pedestrians, particularly those close to the plant. Senior and Operational Leaders must ensure that risks associated with blind spots are managed, including the need for documented safe systems of work.

Safe systems of work need to consider the implementation of exclusion zones, the use of other people as “spotters” and must include systems of communication between operators of powered mobile plant and people in the immediate area.

5.5.1. Exclusion zones

The area where powered mobile plant is being operated may be designated as an exclusion zone. The exclusion zone may be identified using:

- permanent line marking
- temporary or permanent bollards or fencing
- hazard or warning tape
- administrative controls such as signage and SWIs

A suitable combination of the above methods may be used in order to provide the most effective method of identifying the exclusion zone.

The size and shape of the exclusion zone is to be based on the;

- size, shape, reach and operating area of the powered mobile plant, taking into consideration the activity being undertaken
- size and shape of items being handled by the powered mobile plant for the activity being undertaken and the extent it creates operator’s blind spot
- need for people to enter the exclusion zone during the activity

5.5.2. Spotters

The use of other people as “spotters” for the operators of powered mobile plant can be an effective control measure for managing risks associated blind spots.

A spotter's responsibility is to help make sure the forklift and its load do not come in contact with any people or objects by acting as another set of eyes, communicating with the forklift operator and keeping pedestrians away from the hazard area.

Spotters tell operators when and how to lift a load. Operators know how to do this, but they don't always have the best view of the load. Having a second pair of eyes can make loading and lifting safer and easier.

5.5.3. Systems of communication

An effective system of communication based on two-way acknowledgement between mobile plant operators and nearby people, including pedestrians, needs to be established before work and learning activities commence. People likely to be impacted need to be trained in the procedures involved, prior to the work and learning activities commencing.

People must not approach mobile plant until the operator has signalled that they are aware of the person approaching. Operators must not move plant closer than a set distance from people until they have signalled to the operator that they are aware of the proposed movement.

Mobile plant operators and people likely to be impacted need to be familiar with the blind spots of particular items of plant being used. Induction training programs must emphasise the dangers of being in close proximity to mobile plant, and adequate supervision needs to be provided.

5.6. Tractors

Tractor means:

“a powered vehicle, primarily designed to haul and provide power for agricultural or horticultural machinery or implements, by way of a power take-off rotating shaft or other mechanical means but does not include earthmoving machinery or a passenger vehicle”.

5.6.1. Roll-over protection on tractors

Operational Leaders are to ensure that a tractor is not used in the work or learning environment unless it is fitted with roll-over protection. This only applies to a tractor that conveys its power directly to the ground by wheels and does not apply to:

- a tractor manufactured in, or imported into, Victoria before 1 July 1981 if it is not reasonably practicable to fit roll-over protection to the tractor, or
- a tractor used at a workplace in circumstances in which there is no likelihood of the tractor overturning, or
- a tractor that is fitted with roll-over protection that has been temporarily removed or lowered for the period during which it is being used under a tree or other vegetation or in another place where there is insufficient space for the tractor to operate effectively while the roll-over protection is fitted, or
- a tractor weighing less than 560 kilograms (the weight being taken in the lightest form in which the tractor is normally available for retail sale when new and without water, fuel or lubricating oil).

In the event of a roll-over of a tractor which does not have roll-over protection, the severity of the injury could be extremely high, including the potential for serious injury or death. Senior and Operational Leaders must consider that it is reasonably practicable to have a roll-over protection installed on an older tractor, where appropriate roll-over protection is commercially available or can be manufactured.

If the roll-over protection has been temporarily removed or lowered for the period during which it is being used under a tree or other vegetation, or in another place where there is insufficient space for the tractor to operate effectively with roll-over protection, the roll-over protection must be reinstated as soon as the tractor is being used in a place that has sufficient space.

Further information on the design of roll-over protection is available in within Australian Standards **AS 1636 – Agricultural wheeled tractors – Roll-over protective structures criteria and tests** and **SAE J167 – Overhead protection for agricultural tractors – Test procedures and performance requirements**.

5.7. Industrial lift trucks

Industrial lift truck means:

“powered mobile plant (other than a crane or earthmoving machinery) comprising a mast with an elevating carriage to which a pair of fork arms or other load holding attachment is attached including:

- *an industrial lift truck on which the operator is raised with the attachment for order picking, and*
- *an industrial lift truck where the frame and lift unit straddle, raise, lower, move or stack the load”*

The most common type of industrial lift truck is a counterbalance forklift.

In addition to the duties that apply to powered mobile plant generally, RMIT has specific duties in relation to industrial lift trucks.

Senior and Operational Leaders must ensure that an industrial lift truck is:

- equipped with lifting attachments that are appropriate to the load to be lifted or moved by the lift truck, and
- used in a manner that ensures that any risk to the operator of the lift truck that arises from work and learning activities, and the environment in which the truck is used, is controlled.




5.7.1. Use of appropriate lifting attachments

Operational Leaders need to ensure that the truck is appropriately rated and labelled for the lifting attachment to be used. The attachment needs to have a load rating and appropriate counter-balancing ratios for the industrial lift truck lifting the load. It must be securely connected to the industrial lift truck prior to operation to prevent it from separating from the lift truck.

There are many specialised attachments available for industrial lift trucks including work platforms, slippers, drum lifters, extension slippers, jibs, spreaders and buckets.

Note that any attachment used must be secured to the forklift so that it cannot come off during use.



<i>Safety cage / work platform</i>	<i>Drum lifter / tipper</i>	<i>Lifting jib (fixed & extendable)</i>
		
<i>Tyne extension slippers</i>	<i>Bucket</i>	<i>Spreader tynes</i>

When choosing an attachment, Operational Leaders must check with the manufacturer or supplier of the industrial lift truck to find out whether it can be used safely with the particular industrial lift truck. Specific training and supervision in the use of an attachment must be provided to all operators of lift trucks.

When an attachment is fitted to an industrial lift truck the centre of gravity will change, which will require re-rating the lift truck capacity and potentially restricting some operating controls and activities to be undertaken. Re-rating must be undertaken by the industrial lift truck manufacturer. The load rating for the combination of the industrial lift truck and the attachment depends on the rating and configuration of the attachment and capacity of the lift truck.

If an attachment is fitted to an industrial lift truck, Operational Leaders need to ensure that the re-rated capacity of the industrial lift truck is provided to operators and other relevant stakeholders.

Holes must not be drilled or cut through fork arms as this can weaken and destroy the integrity of the fork arms. Modifications must not be carried out unless they have been specified by a suitably qualified person (e.g. a person with the knowledge, skills and experience to provide the required information and/or advice such as the manufacturer).

5.7.2. Controlling risks associated with industrial lift trucks

Industrial lift trucks must be operated according to the manufacturer’s instructions and within the design parameters.

Operators must hold a valid license for type and rated capacity of industrial lift truck(s) they operate. Operational Leaders must ensure that a copy is taken of operator’s valid licence and kept with other related induction, training and information record.

Operational Leaders are to ensure that safe systems of work and learning are documented and implemented for operating industrial lift trucks. These safe systems of work and learning must be provided to operators as part of delivering induction, training and information. Safe systems must include the need for operators to:

- look in the direction of travel and keep a clear view of the way ahead
- if vision is obscured (e.g. by the load), seek help from others to direct them – a spotter, or drive in reverse
- keep all body parts within the industrial lift truck while in operation
- avoid engaging in distracting behaviour while operating an industrial lift truck (e.g. using a mobile phone)
- where no traffic signs or signals exist to control industrial lift truck operation, give clear indications of their intentions to others (e.g. sound the horn to alert other mobile plant and pedestrians in the vicinity)

- when approaching crossings in aisles or gangways, slow down and take appropriate site-specific actions (e.g. sound the horn, and if vision is obstructed, keep well over to the correct side of the aisle)
- avoid crossing railway lines at a right angle
- be aware of other mobile plant and people when approaching and crossing intersections
- drive at a safe speed consistent with site speed restrictions, the load and current weather and road conditions
- drive slowly and without changing direction suddenly, especially on wet, slippery or loose surfaces (in these conditions industrial lift trucks can slide and overturn even at low speeds)
- whether with or without a load, drive with the fork arms as close to the ground as possible, with the tips of the fork arms tilted slightly upwards and away from the ground
- take into account the operating surface, weather conditions, physical layout of the operating area and any other hazards that may exist, like water
- stop before doorways and take appropriate site-specific actions (e.g. sound the horn and proceed slowly, but only if clear to do so)
- avoid rapid acceleration, deceleration and turning quickly
- ensure they can bring the industrial lift truck to a safe stop at any time, particularly on wet, slippery or loose surfaces, and
- drive slowly if there is a requirement to reverse.
- if unsure on how to lift a load safely, seek assistance from another licenced operator who may have more experience

5.7.3. Warning devices on industrial lift trucks

Senior and Operational Leaders must ensure that industrial lift trucks used in their area of control are fitted with warning devices that are appropriate to effectively warn people who may be at risk from the movement of the industrial lift truck.

Examples of the types of warning devices which could be considered are detailed the **HR – HSW-PR37 – Plant and Equipment Safety** process document.

5.8. Electrical plant and plant exposed to electrical hazards

Senior and Operational Leaders must ensure that electrical plant and plant exposed to an electrical hazard:

- if damage to plant presents an electrical hazard, the plant is disconnected from the power supply and is not used until the damaged part is repaired or replaced
- electrical plant or plant that is exposed to an electrical hazard is not used under conditions that are likely to give rise to electrical hazards, and
- appropriate permit to work systems are provided to avoid inadvertent energising of plant that has been isolated but not physically disconnected from the electrical supply.

Appropriate risk controls should include:

- isolating the plant from the power supply source, by operation of interlock systems
- where interlocking systems are not reasonably practicable, employing lock-out/tag-out systems of work to minimise the risk that persons inadvertently energise the plant.

Further details on isolating plant and plant guarding are detailed in the **HR – HSW-PR37 – Plant and Equipment Safety** and **HR – HSW PR52 – Lock out & Tag out** process documents.

5.9. Plant used to lift or suspend loads

Senior and Operational Leaders must ensure that plant used for lifting or suspending loads (people, equipment or materials) is specifically designed to lift or suspend the load.

These duties do not apply to plant used in connection with:

- the performance of stunt work
- the performance of acrobatics
- a theatrical performance

Theatrical performance means:

“acting, singing, playing a musical instrument, dancing, or otherwise performing literary or artistic works or expressions of folklore.”

Operational Leaders must ensure that when using plant to lift or suspend people, equipment or materials (such as cranes, scissor lifts, forklifts, elevating work platforms):

- all lifting or suspending is carried out:
 - with lifting attachments that are appropriate to the load to be lifted or suspended, and
 - within the safe working limits of the plant, and
- no loads are suspended over, or travel over, a person (so far as reasonably practicable) **NOTE:** this duty does not apply to plant that is an amusement structure.
- loads are lifted or suspended in a way that ensures the load remains under control during the activity, and
- no load is lifted simultaneously by more than one piece of plant (so far as is reasonably practicable)

Plant, with a rated lifting capacity of over one tonne, used to lift loads must be fitted with hose burst protection valves on critical hydraulic cylinders. Earthmoving equipment (e.g. excavators) used to lift loads of less than one tonne should also have hose burst protection fitted.

Loads should only be suspended from the designated closed-eye lift points of the plant. The rated capacity of the plant needs to be permanently displayed in a prominent position near the lifting point. The load chart should be located inside the cabin.

If it is not reasonably practicable to use plant specifically designed to lift or suspend loads, Operational Leaders must ensure that:

- the plant used to lift or suspend the load does not cause a greater risk than if specifically designed plant were to be used, and
- if the plant is lifting or suspending people:
 - the people are lifted or suspended in a work box or other device for carrying people that is securely attached to the plant
 - the people in the work box or other device remain, to a large extent, within the confines of the work box or device while they are being lifted or suspended
 - if there is a risk of a person falling from height, a safety harness is provided and worn by the person to prevent injury to the person because of the fall
 - there is a way by which the people being lifted or suspended can safely exit from the work box/device/ plant in the event of a failure in the normal operation of the plant.

Fall arrest safety harnesses need to be worn correctly and attached to a rated anchorage system to reduce the risk of injury in the event of a fall.

Operational Leaders are to ensure that activities involving plant used to lift or suspend loads, and the plant, are risk assessed and control measures are implemented. Safe systems of work and learning must be documented and implemented for plant used to lift or suspend loads.

The risk assessments and safe systems of work and learning need to consider:

- the nature of the load and weight being lifted
- the frequency of use
- movement of the lifting mechanism
- supporting areas and structures
- the stability of the plant and the terrain it is used on
- communication systems
- emergency evacuation of people from the plant
- protective equipment and safety gear
- periodic structural checks.

These safe systems of work and learning must be provided to operators as part of delivering induction, training and information.

5.10. Lifts

Lift means:

“permanent plant, or plant intended to be permanently installed, in or attached to a building or structure in which people, goods or materials may be raised or lowered within a car or cage, or on a platform and the movement of which is restricted by a guide or guides and includes an escalator, moving walk and stairway lift.”

Senior and Operational Leaders who have management or control over a lift or its maintenance have specific duties under the **Regulations**.

If there is a risk of a person falling down a lift well, Operational Leaders must ensure that the following must be provided to a person working in a lift well / lift shaft:

- secure barriers to prevent access to the lift shaft by a person other than a person working in the lift shaft
- secure working platforms or equivalent arrangements for a person who is working in the lift well to prevent a fall from height.
- a secure barrier to prevent, so far as is reasonably practicable, falling objects from striking the person or otherwise causing a risk.

If there is a risk to a person working in a lift shaft as a result of movement of a lift car, the Operational Leader must take steps to ensure that the risks are controlled (e.g. by disabling the lift operating in the lift well where work is being undertaken and preventing unauthorised and unnecessary access).

5.10.1. Notice of rated capacity of lift

Senior and Operational Leaders must ensure that a legible notice is fixed in a visible place in the lift, which states the rated capacity of the lift (specified in the design of the lift).

5.11. Tower cranes

Senior and Operational Leaders must ensure that a tower crane is erected on a supporting structure or foundation that has been designed:

- by an engineer with relevant knowledge and experience
- for the specific ground conditions at the location, and
- considering the configurations and forces that were provided for the tower crane when its design was registered.

Operational Leaders must ensure that the placement of any crane ties fitted to the tower crane have been designed:

- by an engineer with relevant knowledge and experience, and
- considering the configurations and forces that were provided for the tower crane when its design was registered.

Operational Leaders must keep the design information concerning the supporting structure or foundation on which the tower crane is erected and the placement of any crane ties available for inspection by WorkSafe Vic (the **Regulator**) while the tower crane is erected on that supporting structure or foundation.

5.12. Scaffolds

Scaffold means

“a temporary structure specifically erected to support access or working platforms (e.g. prefabricated scaffolds, swing stages, tube and coupler scaffolds, trestle scaffolds, bracket scaffolds and ladder bracket scaffolds)”.

Suspended scaffold means

“a scaffold incorporating a suspended platform that is capable of being raised or lowered when in use”.

Operational Leaders must ensure that:

- no work or learning activity, other than the work of erecting or dismantling the scaffold, is performed from a scaffold unless the scaffold, or the relevant part of the scaffold, is complete
- the scaffold is secure and capable of supporting the work or learning activity to be performed on the scaffold
- on becoming aware that the scaffold or its supporting structure is in an unsafe condition, appropriate repairs, alterations or additions are carried out before the relevant part of the scaffold is used
- if the scaffold is left unattended, unauthorised persons are prevented from gaining access to the scaffold.

Light duty prefabricated aluminium scaffolds must not be selected for stacking heavy materials (such as bricks) on, without additional design considerations. These types of loads may exceed the generalised light duty loading intended by the designers.

Operational Leaders and other stakeholders need to be aware that scaffolds that are erected to be secure and capable of supporting the work or learning activity may not stay in that condition. A scaffold that was secure when erected may, due to damage or interference, become a risk to health and safety. Workers and learners may periodically remove components of scaffolding to facilitate the work or learning activity without appreciating the

likely effect on the scaffold's stability. A health or safety risk may arise from this action. Operational Leaders must ensure the regularly monitoring and maintenance of scaffolds to control and quickly rectify any such interference.

To prevent interference with scaffolds, Operational Leaders needs to ensure that training of staff, students, researchers and third parties, required to undertake work or learning activities on scaffolds, covers the importance of:

- not removing ties, rakers or other stabilising devices
- not weakening or overloading the supporting structure of a scaffold, and
- not removing or interfering with any identification attached to the scaffold.

Scaffolds that are required to be left standing for long periods may become unsafe and require repair before being used again. They can also obstruct work or learning activities to be performed by other people. These people may then alter the scaffold to facilitate their work or learning, thereby causing the scaffold to become unsafe for further use.

The Operational Leader needs to ensure that scaffolds left standing and unused for long periods are inspected prior to being used again to determine whether they are in a safe condition for use.

When a scaffold is left unattended, there is a greater chance of unauthorised access to the scaffold. That is, the unattended scaffold is more easily accessed by members of the public, or by other people not required or intended to have access. Operational Leaders are to ensure that systems are in place to prevent unauthorised access

Operational Leaders need to consider the use of hoarding around scaffolds on street pavements or similar areas to prevent members of the public and others gaining access to the scaffold.

Where erection of a scaffold is incomplete, Operational Leaders need to ensure that people, other than those involved in the erection of the scaffold, are prevented from gaining access to it. Risk controls should include the posting of signs at all obvious entry and exit points to warn that the scaffold is incomplete.

6. Responsibilities

6.1. Senior Leaders

- Ensure there are resources available to implement this process in their area of control
- Ensure mechanisms are in place for effective and meaningful consultation regarding matters relating to this process.
- Ensure staff, students, researchers and third parties are provided with necessary information, instruction, supervision, and training relating to this process.
- Review applicable performance indicators to this process on a regular basis

6.2. Operational Leaders

- Ensure resourcing is available within the area of responsibility to ensure the implementation of this process and associated adequate safe systems of work.
- Ensure and participate in effective and meaningful consultation and communication regarding matters relating to this process.
- Maintain records related to plant and equipment hazard identification, risk assessment and risk control at relevant points in the plant lifecycle and when training has been conducted
- Incorporate requirements for specific plant into safe work procedures for plant and associated activities

- Ensure staff, students, researchers and third parties are appropriately instructed, inducted and/or trained in the specific plant accessed or used and have access to relevant information
- Ensure requirements for specific plant are communicated to all staff, students, researchers and third parties
- Monitor and review implemented risk controls
- Monitor compliance with this process and report on outcome

6.3. HSW Team

- Regularly review this process in consultation with relevant stakeholders
- Develop and report on KPIs relevant to this process
- Monitor compliance with this process and report on outcomes

6.4. Staff, Students, Researchers and Third Parties

- Take reasonable care when using plant to ensure their own health and safety, and that of others, is not adversely affected.
- Ensure plant and equipment is used only for the purpose with which it was designed.
- Undertake relevant plant and equipment instruction, induction and/or training
- Report hazards or incidents associated with plant and equipment
- Assist in assessing and controlling the risks of plant and equipment
- Follow this process and all reasonable instructions relating to plant and equipment
- Comply with measures implemented to control risk associated with plant and equipment, including use of personal protective equipment (PPE).

6.5. Visitors

- Comply with the requirements of induction
- Take reasonable care for their own health and safety
- Comply with all safety rules and instruction

7. Definitions

Defines any key terms and acronyms relating to the process where they apply

Term / acronym

Definition

8. Supporting Documents

Lists the supporting and related Processes and Guidance Material, Legislative references, Australian and International Standards etc. that may be useful references for process users

- HR - HSW-PR04 – HSW Records Management
- HR - HSW-PR07 - Consultation and Communication
- HR - HSW-PR06 - Training, Competency and Awareness
- HR - HSW-PR09 - HSW Risk Management
- HR - HSW-PR09-TM03 - Safe Work Instruction Template

- HR - HSW-PR11 - Management of HSW Change
- HR - HSW-PR14 - Safety in Design
- HR - HSW-PR36 - High Risk Work
- HR – HSW-PR37 – Plant and Equipment Safety
- HR – HSW-PR37-WI01 – Plant Inspection, Maintenance & Records
- HR - HSW-PR37-TM01 - Plant and Equipment Register Template
- HR - HSW-PR37-TM02 – HSW Plant & Equipment Risk Assessment Template
- HR – HSW-PR46 – Laser Safety Guidelines
- HR - HSW-PR52 - Lock Out & Tag Out
- Occupational Health and Safety Act 2004 (VIC)
- Occupational Health and Safety Regulations 2017 (VIC)
- Compliance code – Plant – Edition 2, December 2019 (VIC)
- AS 1636 – Agricultural wheeled tractors – Roll-over protective structures criteria and tests
- SAE J167 – Overhead protection for agricultural tractors – Test procedures and performance requirements.