



PLANT SAFETY PROCEDURE

1. PURPOSE

- 1.1 SDCD ('Sydney Drafting Concepts and Designs') aims to ensure, as far as practicable, the health and safety of its workplace. The following plant safety procedure has been developed to minimise the risks associated with plant equipment such as machinery or appliances.
- 1.2 Plant includes items of process machinery, cranes, machine tools, mining equipment, transport vehicles, farm machinery etc.

2. COMMENCEMENT OF PROCEDURE

This Procedure will commence from 22nd April 2024. It replaces all other plant safety procedures of Sydney Drafting Concepts and Designs (whether written or not).

3. APPLICATION OF PROCEDURE

- 3.1 This Procedure applies to employees, agents, contractors (including temporary contractors) and 'workers' as otherwise defined under relevant OHS/WHS legislation of Sydney Drafting Concepts and Designs, collectively referred to in this Procedure as 'workplace participants'.
- 3.2 This Procedure does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

4. GENERAL REQUIREMENT

- 4.1 All plant items (machinery, equipment or appliance) must be listed on the Plant Register.
- 4.2 Byron Clima will identify plant requiring registration by the appropriate statutory authority, and ensure such plant, etc. is registered.
- 4.3 Risk assessments of newly acquired (includes second-hand acquisitions) and existing plant will be conducted by Byron Clima in consultation with workplace participants and their WHS/OHS representatives. The risk assessment should focus on the plant, its effect on the work premises, work system(s) and work environment as well as what compounds may be involved in both its running and maintenance, as well as what it processes.
- 4.4 Safe working procedures must be developed and easily accessible to workplace participants who are working with the plant and machinery. This includes operating manuals.

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- 4.5 Plant must be used in accordance with its design intent and function and with the manufacturer’s recommendations, specifications and/or instructions and not for any improvised purposes.
- 4.6 Plant is to be regularly inspected and maintenance records completed and retained. A copy of all records are to be kept in a central file. All tests, inspections, commissioning, decommissioning, dismantling and alterations of all plant must be recorded. Such records may include the unique plant identification number, results of inspections/tests, information on maintenance and major repairs etc.
- 4.7 Maintenance activities on plant must be carried out by a competent person and to a standard consistent with the manufacturer’s recommendations.
- 4.8 Where plant is required to be maintained, cleaned or repaired, the plant must be stopped and one or more of the following measures implemented:
- lockout or isolation devices;
 - danger tags; and
 - permit to work systems.
- 4.9 All workplace participants must be trained in the use of plant in the workplace. This includes safety aspects of all machinery, maintenance and operating procedures. A training record is to be made of the training that is conducted. This training record will include “on the job training”.
- 4.10 All workplace participants must use suitable personal protective equipment (PPE) when operating plant or machinery.
- 4.11 Any waste associated with the maintenance, cleaning, etc. is to be appropriately contained where required, and be appropriately disposed of having regard to the effect this may have on the environment.

5. MACHINE GUARDING

- 5.1 All dangerous or moving parts of plant or machinery must be securely guarded, to prevent a workplace participant from coming into contact with the moving part and injuring themselves.
- 5.2 Guarding must not be removed from any item of plant, equipment or machinery before, during or after its operation. If the guarding is removed it must be replaced before the plant or machinery is put back into normal operation.
- 5.3 Machinery is not to be operated if its machine guard/s have been removed or are faulty.
- 5.4 In the event the guarding is required to be removed, the plant’s energy source must be disconnected at the power supply or by locking out motive power sources.



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- 5.5 Guarding must also protect against any product or other material accidentally falling/projecting into the work area.
 - 5.6 Regular inspections must be undertaken to ensure that guarding is maintained in a proper manner.

Variations

Sydney Drafting Concepts and Designs reserves the right to vary, replace or terminate this Procedure from time to time.

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