

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 28 – Maintenance of Buildings / Plant

1. PURPOSE

This procedure describes requirements for the management of OHS&R hazards associated with the company owned or controlled Buildings / Plant and their use.

2. MANDATORY REQUIREMENTS

1. The OHS&R hazards and risk associated with any new Plant shall be considered prior to purchasing, leasing or hiring using the attached form.
2. Hazard identification, risk assessment and risk elimination / control documentation shall be obtained from the designers, manufacturers and or suppliers of all new pieces of Plant (any machinery, equipment or appliance) purchased, leased or hired.
3. A risk assessment of plant that is purchased, leased or hired and existing high risk plant shall be undertaken to ensure that all of the hazards associated with the Plant are addressed. The risk assessment shall include the following and make use of the attached form;
 - Normal operation
 - Start up
 - Shut down
 - Maintenance activities
 - Human error
 - Failure of Critical Systems
 - Guarding
 - Emergency situations and response
4. Plant risk assessments shall be lead by a suitably experienced and knowledgeable person who has been trained in risk analysis techniques and, where practicable, shall include a relevant OHS&R representative.
5. Identified risks shall be prioritised for action and control measures shall be prioritised according to the hierarchy of controls to eliminate or reduce the risk as far as practicable and in all case to below acceptable levels.
6. The hazards and risks associated with Plant shall be periodically re-assessed and or whenever:
 - new plant is introduced or existing plant is modified
 - the plant is to be used for another purpose; and
 - new information about the identified plant hazards becomes available.
7. All Plant shall be maintained according to the specifications as stipulated in the OHS&R information provided with the Plant.

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8. OHS&R training records, new plant OHS&R information, completed risk analysis and maintenance records shall be retained indefinitely.
9. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure full compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

5. FORMS

- A. BUILDING / PLANT HAZARD CHECKLIST