

PLANT, MACHINERY AND EQUIPMENT MAINTENANCE PROCEDURE



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1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This procedure outlines how CQUniversity will effectively control risk associated with the maintenance of items of plant, registrable plant, specified high risk plant, machinery and equipment in the workplace.
- 1.2 This procedure is to be read in conjunction with the current [Managing Risks of Plant in the Workplace Model Code of Practice](#).

2 SCOPE

- 2.1 This procedure applies to CQUniversity business operations and activities.

3 PROCEDURE

- 3.1 As differing types and levels of risk exist between plant, machinery and equipment, local safe work procedures must be developed for each item in each setting.
- 3.2 The head of the business area will ensure items under their control are operated and maintained safely.
- 3.3 The business area will ensure:
- risk assessments and safe work procedures are documented and maintained
 - appropriate operational and maintenance procedures, including a schedule of regular maintenance when identified by manufacturer, are implemented
 - ad hoc maintenance, or where external contractors are required to complete a task, are entered into the University's Facilities Management System, [Archibus](#), and
 - work conducted during emergency breakdowns, performing maintenance, modification and repair are in accordance with the Plant Isolation, Safety Tag and Lockout Procedure.
- 3.4 Safe work procedures must be maintained for the life of the plant, machinery or equipment with the University.
- 3.5 Work Area Supervisors will familiarise themselves with the Managing Risks of Plant in the Workplace Model Code of Practice and any manufacturer's documentation provided with the item before developing local safe work procedures.

- 3.6 Safety and Wellbeing will provide support preparing and documenting risk assessments and appropriate operational and maintenance procedures.
- 3.7 Plant risk assessments that have been previously completed for items of plant are located on the [Risk Assessment Database](#). The Risk Assessment Template – Plant and Equipment is located on [StaffNet](#).
- 3.8 Initial allocation of personal protective equipment (PPE) requirements for individuals in those respective work environments, is as per Appendix 1 of the [Personal Protective Equipment and Sun Safety Procedure](#).

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 Individuals at University worksites (including any work activities that are conducted off-site) have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other person. They must comply with relevant instruction and cooperate with any reasonable legislation or policy document relating to health and safety at the workplace. For further information on an individual's roles and responsibilities for safety and health, refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).
- 4.2 The Director People and Culture is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.3 Non-compliances with this procedure must be reported and investigated as an incident under the [Incident and Hazard Reporting and Investigation Procedure](#).

Records management

- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Incident and Hazard Reporting and Investigation Procedure](#)

[Plant Isolation, Safety Tag and Lockout Procedure](#)

[Managing Risks of Plant in the Workplace Code of Practice](#)

[Personal Protective Equipment and Sun Safety Procedure](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

[Work Health and Safety Roles and Responsibilities Procedure](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
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Required Consultation	N/A
Administrator	Director People and Culture
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Notes	This document was formerly known as the Plant Maintenance Policy (last approved 11/06/2004) and Safety Health Environment WorkCover Sustainability (SHEWS) Plant, Machinery and Equipment Maintenance Procedure (29/04/2019).