

# 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 obligation includes eliminating or minimising, so far as is reasonably practicable, the risks associated with the maintenance of items of plant, registrable plant, specified high risk plant, machinery and equipment in the workplace.
- 1.2 This procedure provides guidelines for developing local safe work procedures to effectively control risk associated with the maintenance of items of plant, registrable plant, specified high risk plant, machinery and equipment in the workplace.
- 1.3 This document is to be read in conjunction with the current [Managing Risks of Plant in the Workplace Code of Practice](#).

## 2 SCOPE

- 2.1 This procedure applies to employees, students, contractors and visitors who participate in 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 organisational area (e.g. school, division and directorate) will ensure items under their control are operated and maintained safely.
- 3.3 The organisational area will document and maintain records of:
  - risk assessments
  - implementation of appropriate operational and maintenance procedures
  - work conducted during emergency breakdowns, performing maintenance, modification and repair, and
  - safe work procedures.
- 3.4 Safe work procedures must be maintained for the life of the plant, machinery or equipment with CQUniversity.

- 3.4 Work Area Supervisors will familiarise themselves with the [Managing Risks of Plant in the Workplace Code of Practice](#) and any manufacturer's documentation provided with the item before developing local safe work procedures.
- 3.5 The Occupational Health and Safety (OHS) Unit will provide support in the preparation and documentation of risk assessments and appropriate operational and maintenance procedures.
- 3.6 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](#).
- 3.7 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 Management, employees, students, contractors and visitors at CQUniversity 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 National OHS Manager and OHS Unit are responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

### Reporting

- 4.3 Non-compliances with this procedure are to 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.
- 4.4 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

## 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](#)

[Incidents Online Work Instruction](#)

[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 University employees and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Administrator	National Occupational Health and Safety Manager
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Notes	This document was formerly known as the Safety Health Environment WorkCover Sustainability (SHEWS) Plant, Machinery and Equipment Maintenance Procedure (29/04/2019).