SAFE WORKPLACE PROCEDURE No. 221
MOBILE PLANT AND EQUIPMENT - PLANT INSPECTION & FAULT REPORTS PROCEDURE

1. PURPOSE

To ensure the safe operation of mobile plant and equipment by Southern Rural Water (SRW) employees.

2. REFERENCES

OH&S (Plant) Regulations 2007

3. RESPONSIBILITIES

3.1 Area Supervisor
- Identify items of mobile plant controlled by the relevant area or work team
- Ensure defective plant items are followed up and that repairs, alterations and or replacement is carried out to ensure the safety of employees and others.
- Ensure that daily plant inspection & fault report booklets are provided for items of plant listed in Table - 1.
- Ensure Plant operators complete daily plant inspection on mobile plant detailed in Table - 1.

3.2 Area Coordinator
- Ensure no item of mobile plant is used that is not in a serviceable condition.
- Carry out monthly audits to ensure daily plant checklists are completed for mobile items of plant.
- Monitor and recall completed plant daily checklist (white copies) to ensure compliance and check for documents faults not reported.

3.3 Employee / Operator
- Only operate mobile plant and equipment that you have been trained to operate safely
- Perform daily inspection checklists on all mobile plant in Table -1
- Immediately report any faults to your relevant supervisor immediately.
- Follow the manufacturer’s instructions, Safe Workplace Procedures for Operation of that plant.

3.4 OHS Advisor
- Carry out regular audits to ensure daily plant checklists are completed for mobile items of plant.
- Review and update procedure every 2 years

4. PROCEDURE

4.1 Daily Plant Checklists

All employees who are authorised to operate the mobile plant listed below in table 1 are required to complete a daily plant inspection and fault report checklist at the commencement of each day of the intended use. A copy of SRW’s Daily Plant Safety Checklist is provided in Appendix A..
The following plant items require daily pre-start plant inspection & fault reports:

<table>
<thead>
<tr>
<th>Table 1 - Mobile plant and equipment</th>
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<tbody>
<tr>
<td>1 Vehicle Loading Cranes</td>
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<tr>
<td>2 Bridge and Gantry Cranes</td>
</tr>
<tr>
<td>3 Front End Loaders</td>
</tr>
<tr>
<td>4 Backhoe</td>
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<tr>
<td>5 Excavator</td>
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<tr>
<td>6 Tractors</td>
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<tr>
<td>7 Quad Bikes (All Terrain Vehicles) &amp; Side by side Utility (Gator and Bobcat)</td>
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<tr>
<td>8 Zero turn mowers or large ride on mowers</td>
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<tr>
<td>9 Forklift</td>
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The operator must use the generic or machine specific checklist provided in the machine and visually inspect the items listed.

The operators that are intending to use the equipment must be documented on the inspection report.

If an inspection report is not present contact your Supervisor or Coordinator immediately to source a booklet.

4.2 Faulty or defective Plant

When an operator identifies a defect or fault they are required to contact their Supervisor immediately and cease use until directed by the Supervisor.

Once notified the Supervisor will determine if the defect requires immediate repairs based on the minor and major guidelines below.

All faults require to be documented in the defect section on the inspection report and the book brought in for the Supervisor to acknowledge by signature.

Minor Faults
- Where minor faults are identified (minor faults are defined as faults which do not impact on the Roadworthiness and the health and safety of the operator, bystanders or other persons in the vicinity)
- Where possible Minor Faults should be addressed by the Operator straight away
- An example of these are – crack in the indicator lenses, minor crack in the glass window, etc..

Major Faults
- Where major faults are identified as an operational safety hazard - the plant must not be used until such time as the fault or defect is repaired and or replaced. The plant should be clearly tagged with a “CAUTION – DO NOT OPERATE” tag and removed from service until it is repaired or replaced.
- An example of these are – flashing light not working, reversing beeper not working, badly leaking hydraulic hoses, faulty brakes, broken protective guards, flat tyres, etc..

The supervisor will determine if the work can commence after assessing the defect.

5. APPENDICES

Appendix A - Daily Plant Checklist
Appendix A - Daily Plant Checklist
Daily Plant and Inspection Fault Report

Plant ________________________________

Make ____________________ Rego ___________

Week beginning Monday .................../............./20..............

It is the responsibility of the Operator to check the following item before commencing work each day.

Mark the boxes as follows [√], [X] or [N/A] Not applicable

<table>
<thead>
<tr>
<th></th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THUR</th>
<th>FRID</th>
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</table>

1. Lights, indicators, flashing lights, reversing beepers, Gauges, etc.
2. Hydraulics - leaks, damage, hose for wear, connections, etc.
3. Wheels – tyres, loose nuts, wear, suspension, tyre pressure (visual)
4. Guards - in place, secure, warnings.
5. Check water, oil & Coolant levels
6. Cabin - control loose objects, seat belts, windscreens, visibility, rear view mirrors, seat function.
7. Operation of brakes, steering controls, wipers, levers, buckets, before moving off.
8. Other e.g. Fire Extinguisher – communication available

IMPORTANT - Check around plant before moving.

Operator ______________________________ Signature_____________________

Operator __________________________________ Signature_________________

Operator __________________________________ Signature_________________

Report all faults to your supervisor immediately – Do Not use the machine until directed.

Plant Fault/defect report – complete this section after reporting defect to your supervisor.

Defect ____________________________________________________________________

__________________________________________________________________________

Reported to _______________________________ By ______________________________ Date ____ / ____ /20____

Supervisor ______________________________ Signature_______________________ Date ____ / ____ /20____

Supervisor to sign and acknowledge the defect