



Mechanised Equipment Policies & Procedures

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Mechanised Equipment

Scope

Who

Applies to all employees operating mechanised equipment.

Purpose

123 Support Services aspires to manage the operation of mechanised equipment. This Policy and Procedures sets out 123 Support Services' clear processes.

Aims

Mechanised equipment that might be used from time to time by 123 Support Services workers possibly ranges from grass cutting to heavy construction equipment. The following general rules apply to all types of mechanized equipment.

General Rules

Only fully trained, properly authorized personnel shall be permitted to operate mechanized equipment. (Trained as per 123 Support Services policy)

Operators shall never leave their equipment with the engine running.

When leaving the equipment, the engine shall be completely shut down and all blades and lifts lowered to the full "down" position. No person shall ever attempt to get on or off moving equipment.

Unauthorized persons shall not be permitted to ride on equipment at any time.

Each individual job condition shall determine the safe operating speed. The speed shall be the minimum required for safe operation and to minimise dust.

When excessive dust or glare is present, operators shall wear protective goggles.

Particular care shall be exercised in starting, turning and stopping of equipment.

Operators shall exercise maximum caution to avoid contacting electrical lines with equipment.

Servicing of equipment shall not be performed while the equipment is running or in operation.

Fuel for equipment shall be kept in safety cans plainly marked "Inflammable" "gasoline" or "petrol" and the fuel shall be kept isolated from all possible sources of ignition.

Servicing shall not be attempted until the engine has cooled.

Maintenance personnel shall only perform maintenance or adjustments of equipment.

When performing maintenance, the equipment shall be completely shut down with all lifts or blades lowered to the full "down" position.

Handling

Mechanical materials-handling equipment that might be used from time to time by 123 Support Services workers possibly ranges from grass cutting to heavy construction equipment. The following general rules apply to all types of Mechanical materials-handling equipment.

General Rules

Mechanical materials-handling equipment such as hand trucks and forklifts (see our SWMS / SOPs) shall be used when loads are too heavy or bulky to be carried efficiently or safely by hand.

Hand trucks shall be pushed rather than pulled. Truck handles that expose hands to possible injury shall be equipped with knuckle guards.

On handling equipment, the load centre of gravity shall be kept low by placing the heavier objects on the bottom and lighter objects at the top.

Side stakes, straps or lashing materials shall be used on high loads where there is a possibility of injury.

Servicing of equipment shall never be performed while the equipment is in operation. Maintenance shall be performed by only qualified maintenance personnel and checked for performance after repair.

Vehicles with aerial equipment shall not be moved from one working location to another with the equipment in the raised position.

Drivers of aerial equipment trucks shall be constantly alert to the fact that the vehicle has exposed equipment above the truck and allow for necessary clearance.

The specified safe loading capacity shall not be exceeded. The manufacturers' suggest safe load requirements shall be observed for all loads to be lifted.

All controls shall be checked daily before operation to assure that they operate freely and properly.

Upper and lower controls are required for extensible and articulating boom platforms that are primarily designed as personnel carriers. Both controls must be operable and the lower control must be able to override the upper control.

No part of lifting device shall be operated within ten feet of electrical lines except when the lines have been de-energized and visibly grounded at the point of work, or where insulating barriers have been erected to prevent contact with the lines.

The only exemption from this rule will be when the work is performed from a device insulated for the work and is performed by either telecommunications workers, line-clearance tree trimming workers or electric utility workers who have been trained in working around exposed electrical lines.

Belting off to an adjacent pole, structure or equipment while working from an aerial lift shall not be permitted.

Personnel shall never be lifted off the ground without being secured to the equipment by an approved body belt and lanyards.

An aerial lift truck may not be moved when the boom is elevated in a working position with men in the basket, except where the equipment is specifically designed for such an operation.

Further Advice or Assistance

Further advice and information can be obtained from the:

» 123 Support Services' Director:

- by phoning: 07 4361 6848;
- by emailing: admin@123supports.com

» NDIS Quality and Safeguards Commission (<https://www.ndiscommission.gov.au>)

Effectiveness and Review

The Director will review this Policy and Procedures document each 12 months on the anniversary of its approval