

Powered Mobile Plant Document Number – OHS-PROC-132

This document applies to the following site(s):

Rockhampton Office	<input type="checkbox"/>	Brisbane Office	<input type="checkbox"/>	Tarong Site	<input checked="" type="checkbox"/>
Barron Gorge Hydro PS	<input checked="" type="checkbox"/>	Kareeya Hydro PS	<input checked="" type="checkbox"/>	Mica Creek PS	<input checked="" type="checkbox"/>
Koombooloomba Hydro PS	<input checked="" type="checkbox"/>	Swanbank PS	<input checked="" type="checkbox"/>	Mackay Gas Turbine	<input checked="" type="checkbox"/>
Wivenhoe Small Hydro PS	<input type="checkbox"/>	Stanwell PS	<input checked="" type="checkbox"/>	Meandu Mine	<input type="checkbox"/>

Table of Contents

1.0 Purpose/Scope	2
2.0 Actions	2
2.1 Risk Assessment	2
2.2 Purchasing and Hiring.....	2
2.3 Management of Change	3
2.4 Owners of Plant and Person in Control of Plant	3
2.5 Registration	3
2.6 Safe Work Practices	3
2.6.1 Powered Mobile Plant Records	4
2.6.2 Inspection and Maintenance	4
2.7 Work Environment Requirements	4
2.7.1 Traffic Management.....	4
2.8 Licence and Competence Requirements.....	5
2.8.1 Powered Mobile Plant Familiarisation	5
3.0 Review, Consultation and Communication.....	5
4.0 References	6
5.0 Definitions	6
6.0 Revision History	7
7.0 Appendices	7
Appendix A - Powered Mobile Plant Document Flowchart	7
Appendix B - Powered Mobile Plant Registration Requirements	8
Appendix C - Vehicle Registration for Road Use.....	8
Appendix D - Powered Mobile Plant Legislative and Australian Standard References	9
Appendix E - Powered Mobile Plant – Authorisation Requirements	10

WRITTEN BY: ENDORSED/CHECKED BY: APPROVED BY: DATE:
 NAME: Jan Fullard NAME: Michael Joy NAME: Ian Gilbar

Doc No: OHS-PROC-132 Revision No: 1 Revision Date: 13.02.2017 Page: 1 of 10

THIS DOCUMENT IS UNCONTROLLED IN HARD COPY FORMAT

1.0 Purpose/Scope

This Business Procedure describes Stanwell's minimum mandatory requirements for the management of powered mobile plant (PMP).

This Business Procedure applies throughout Stanwell, all its sites and all activities under Stanwell's control. It applies to all Stanwell employees and contractors, including visitors to Stanwell workplaces.

This Procedure includes PMP that is provided with some form of self-propulsion that is ordinarily under the direct control of an operator, and may include, but is not limited to:

- earthmoving machinery, for example, rollers, graders, scrapers, bobcats, excavators;
- cranes;
- hoists;
- elevating work platforms;
- concrete placement booms; and
- reach stackers and forklifts.

PMP does not include passenger vehicles, for example, cars, trucks and mules.

2.0 Actions

2.1 Risk Assessment

A risk assessment must be undertaken prior to the initial commissioning and operation of each newly purchased PMP on site, refer to Tool: Powered Mobile Plant Risk Assessment T-2868. PMP risks must be controlled through the application of the hierarchy of controls to achieve the highest level of protection that is reasonably practicable in the circumstance. Refer to *Business Procedure: HS Hazard Management OHS-PROC-33* for further details regarding risk assessments.

2.2 Purchasing and Hiring

Where Stanwell purchases an item of PMP, the person responsible for procuring/ receiving the plant item must make sure that the PMP meets all relevant standards and that all applicable information is provided by the designer, manufacturer and the supplier to Stanwell.

Before purchasing plant, the following must be determined:

- the hazards and risks associated with installation, commissioning, operation, inspection, maintenance, repair, transport, storage and dismantling of the plant;
- control measures needed to minimise these hazards and risks;
- the manufacturer's recommendations in relation to the frequency and type of inspection and maintenance needed;
- any special skills required for people who operate the plant or carry out inspection and maintenance;
- any special conditions or equipment required to protect the health and safety of people carrying out activities such as operation and maintenance; and
- any alterations or modifications to be made to the plant.

Sites must ensure any newly purchased PMP is commissioned in accordance with manufacturer's specifications.

Prior to the operation of hired PMP the following must be undertaken:

- Powered Mobile Plant Acceptance Checklist T-2867 completed.
- any special conditions or equipment required to protect the health and safety of people carrying out activities such as operation and maintenance identified and implemented; and
- a prestart completed.

2.3 Management of Change

Change to any Stanwell PMP item shall be in accordance with the Business Procedure-Generation [Plant Change Management](#) ASM-PROC-ENG-MAN-05.

The Management of Change (MOC) process must be implemented whenever a change includes the following:

- plant and equipment other than maintenance replacement-in-kind;
- the frequency of scheduled inspections of safety critical systems, alarms and interlocks to any plant or equipment; and
- maintenance or operating strategies which impact critical equipment or priority controls.

Work must not commence on the modification of PMP until appropriate approvals and all other requirements such as engineering certifications have been obtained

Any modifications completed on registrable plant may require that the plant be re-registered. Modifications are to be completed as per the manufacturer's recommendations and by a competent person, or where these recommendations are not available, an assessment for the modifications will be completed by a competent person, such as an engineer with appropriate qualifications and authorised.

All documentation related to the modification of plant must be kept for the life of the plant.

2.4 Owners of Plant and Person in Control of Plant

Where Stanwell is the owner of the plant or the person in control of plant, then sites must ensure the following:

- a risk assessment is completed;
- plant is maintained in accordance to manufacturer's specifications;
- any repairs are carried out as per plant manufacturer specifications;
- information is provided on safe operation; and
- person's operating or maintaining the equipment provide evidence of qualifications, licence and where applicable familiarisation training for that plant.

Where a contract exists such that a third party has responsibility for maintaining and ensuring the safe operation of plant, then the third party supplying the service shall ensure that the above criteria is achieved and records exist that can be verified.

2.5 Registration

Plant Registration: It must be ensured that relevant PMP is registered in accordance with the Queensland Workplace Health and Safety Regulation 2011. Refer to Appendix B - Powered Mobile Plant Registration Requirements for further details.

Road Registration: It must be ensured that relevant PMP that is operated on a 'road' as defined in the *Queensland Transport Operations (Road Use Management) Act 1995* must be either: registered, conditionally registered or exempt from registration and operated within the conditions of the registration when operated on the 'road' as defined in the *Queensland Transport Operations (Road Use Management – Vehicle Registration Regulation) Regulation 2010 Part 3 Vehicle Registration*. Refer to Appendix C - Vehicle Registration for Road Use for further details.

2.6 Safe Work Practices

All PMP is to be designed in accordance with the relevant regulatory requirements and standards, refer to *Appendix D Powered Mobile Plant Legislative and Australian Standard References* for a list of relevant references.

It must be ensured that PMP is:

- not altered or interfered without authorisation;

- used only for the purpose which it is designed, and in accordance with the manufacturer's instructions; and
- parked, isolated and maintained in a way that prevents involuntary or uncontrolled movement. Refer to *Vehicle Parking, Isolation and Maintenance Business Procedure OHS-PROS-140* for further information.

PMP should be assessed for the risk of rollover and where required fitted with Roll Over Protective Structures (ROPS).

Earthmoving machinery must be fitted with Falling Object Protective Structures (FOPS) and (ROPS) in accordance with relevant standards.

When an item of plant is found to be damaged or an issue is identified with the integrity of current safeguards, the plant item is to be removed from service until a qualified and competent person returns the plant item to service.

Any special conditions or equipment required to protect the health and safety of people carrying out activities such as operation and maintenance identified are implemented, managed and documented in the Safe Work Method Statement.

2.6.1 Powered Mobile Plant Records

A record of PMP is to be maintained on site. As a minimum, these records must contain:

- inspection, maintenance and repair details;
- identification details; and
- where applicable, registration details.

2.6.2 Inspection and Maintenance

It must be ensured that PMP is inspected and maintained in accordance with the relevant Australian Standard and the manufacturer's recommendations, or in the absence of such instructions, in accordance with a competent person's recommendations.

Wherever possible PMP inspections, fault finding, repairs and or maintenance is to be conducted in designated maintenance facilities that include a level surface, suitability rated tools, jacks, axle stands and hoists. If unavoidable 'in field' repair and maintenance activity is required the vehicle must be in a fundamentally stable configuration and isolated before work commences.

It must be ensured that PMP is inspected, prior to being used for the first time on any shift by the operator. Inspections are to be documented on the plant specific pre-start checklist in accordance with the manufacturer's instructions, recommendations and any relevant legislative requirements.

All PMP shall be isolated by removing the keys from the ignition or the vicinity (in the case of a keyless ignition system) or at the designated isolator prior to inspection, fault finding, washing, repairs and/or maintenance.

2.7 Work Environment Requirements

2.7.1 Traffic Management

If PMP is to be operated in a trafficable area, appropriate barricades and signage are to be considered to prevent pedestrian and / or vehicular traffic from entering the operating zone.

Communication between PMP operators and ground workers is to be established before work commences.

Specific traffic management plans may be required for particular jobs. Traffic management plans rely on a detailed assessment and knowledge of the workplace in conjunction with careful planning. When developing a traffic management system refer to *Business Procedure: Traffic Management OHS-PROC-130*.

2.8 Licence and Competence Requirements

Any worker who operates PMP shall hold and maintain all appropriate qualifications, certificates of competency, licences and plant familiarisation when performing work.

Licence and competency requirements of a worker to operate powered mobile plant are outlined in Appendix E. If a worker has the specified licence or competency then they are authorised to use the plant or equipment once a familiarisation has been completed (refer to section 3.8.1 for further details).

When engaged in High Risk Work (HRW) activities as defined in the Queensland Work Health and Safety Regulation 2011, then that person shall hold an appropriate licence for that class of HRW or have completed the HRW theory component and be under instruction by a certified operator and have a log book detailing hours of operation.

Operators of PMP that do not require a HRW (refer Appendix E) shall be assessed as competent via a Verification of Competency (VOC) process conducted by a Registered Training Organisation (RTO) using specific national competency units contained in the Resources and Infrastructure Training Package.

The use of alternative mechanisms of deeming competency for PMP that do not require a HRW are subject to approval by Stanwell e.g. internal company competency programs or having previously held a HRW licence for these categories of plant issued and can demonstrate competency has been maintained.

Stanwell worker records associated with HRW licences, VOC and familiarisation/authorisation shall be retained in the training data base.

2.8.1 Powered Mobile Plant Familiarisation

In addition to appropriate qualifications (where required), operators of PMP shall be familiarised on the various operational aspects of the specific plant.

Generic Familiarisation Checklists shall be developed for identified mobile plant (refer to Appendix A). Generic Familiarisation checklists shall be assigned training codes and when a familiarisation is completed it will be recorded in the training database.

Sites shall identify appropriate workers who hold the relevant HRW licence, RII qualification; trade qualification or training, and regularly use the plant or equipment to carry out the familiarisations.

A contractor may provide suitable evidence of familiarisation acquired through training, qualification or experience in operation of specific PMP. The contractor shall maintain an auditable record of all training, qualifications, competencies, licences and familiarisation. Upon request, the contractor shall provide to Stanwell written evidence of the qualifications, competencies licences and familiarisation of any or all nominated members of the contractor's personnel.

Note: Familiarisation on powered mobile plant and lifting equipment is not an assessment of skill; it is a process of orientation on the unique aspects of a particular brand or piece of plant or equipment.

3.0 Review, Consultation and Communication

Review:

This Document is required to be reviewed, as a minimum, every 5 years.

Consultation:

Required personnel from all sites have been consulted as part of the Health and Safety document consolidation.

Communication/Requirements after Update:

This document will be communicated throughout Stanwell by a Safety Advice and on GenNet.

4.0 References

Source	Reference
Legislation	<ul style="list-style-type: none"> Queensland Work Health and Safety Regulation 2011, Chapter 5 and 6, Schedule 3 and 5 Queensland Mobile Crane Code of Practice 2006 Queensland Managing Risks of Plant in the Workplace 2013 Queensland Transport Operations (Road Use Management-Vehicle Registration) Regulation 2010 Queensland Transport Operations (Road Use Management – Vehicle Registration Regulation) Regulation 2010 Part 3 Vehicle Registration
Australian Standards	<ul style="list-style-type: none"> AS1418.5:2013 Cranes, hoists and winches – Mobile cranes 1418.10:2011 Cranes, hoists and winches – Mobile elevating work platforms
Training and Competency	<ul style="list-style-type: none"> Queensland Work Health and Safety Regulation 2011 R1109 - Resources and Infrastructure Industry Training Package
Business Procedures	<ul style="list-style-type: none"> Generation Plant Change Management ASM-PROC-ENG-MAN-05 Hazard Management OHS-PROC-33 Traffic Management OHS-PROC-130 Vehicle Parking, Isolation and Maintenance Business Procedure OHS-PROC-140
Stay Safe	<ul style="list-style-type: none"> Powered Mobile Plant OHS-PROC-132A
Tools	<ul style="list-style-type: none"> Powered Mobile Plant Risk Assessment for Purchased Equipment T-2868 Powered Mobile Plant Acceptance Checklist for Hired Equipment T-2867

5.0 Definitions

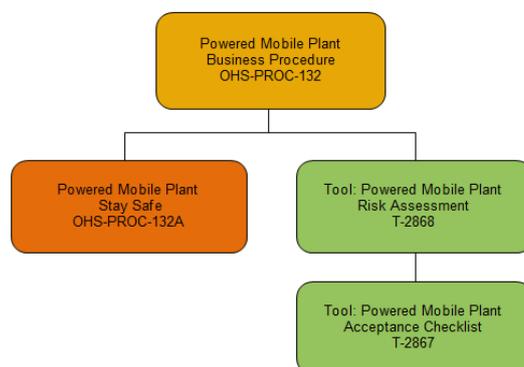
Term	Meaning
Powered Mobile Plant	Plant that is provided with some form of self-propulsion that is ordinarily under the direct control of an operator
Fundamentally Stable	Fundamentally stable configuration means that the PMP cannot roll away or move when the PMP transmission is in neutral and the park brake is released.
PMP	Powered Mobile Plant
MOC	Management of Change
FOPS	Falling Object Protective Structures
ROPS	Roll Over Protective Structures
HRW	High Risk Work
VOC	Verification of Competency

6.0 Revision History

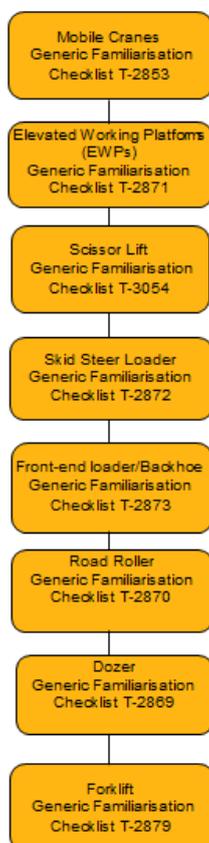
Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	25.11.2016	Document issued	Jan Fullard	Michael Joy	Ian Gilbar
1	13.02.2017	As a result of consultation clarification has been provided in some sections.	Jan Fullard	Michael Joy	Ian Gilbar

7.0 Appendices

Appendix A - Powered Mobile Plant Document Flowchart



Generic Familiarisation Checklists



Appendix B - Powered Mobile Plant Registration Requirements

Items of plant requiring registration of design

- Mobile cranes with a rated capacity of greater than 10 tonne.
- Concrete placement units with delivery booms.
- Hoists with a platform movement exceeding 2.4m, designed to lift people.
- Boom-type elevating work platforms.

Items of plant requiring registration

- Concrete placement units with delivery booms.
- Mobile cranes with a rated capacity of greater than 10 tonne.

Appendix C - Vehicle Registration for Road Use

Vehicles used on roads must be registered (*Queensland Transport Operations (Road Use Management – Vehicle Registration Regulation) Regulation 2010 Part 3 Vehicle Registration*).

A person must not use, or permit to be used, on a road a vehicle that is not a registered vehicle unless—

- (a) the vehicle is being driven or towed under section 15; or
- (b) the vehicle is being brought to the chief executive under section 16; or
- (c) the vehicle is being used under an unregistered vehicle permit; or
- (d) the vehicle is being used under the authority of a dealer plate under section 62; or
- (e) the vehicle is being used under section 105; or
- (f) the vehicle is being used under section 105A; or
- (g) the vehicle is being used under an authorisation issued under section 107; or
- (h) the vehicle is being used under a permit issued under section 108; or
- (i) the vehicle is an exempt vehicle.

Appendix D - Powered Mobile Plant Legislative and Australian Standard References

Powered Mobile Plant Type	Compliance Reference
Forklifts	<ul style="list-style-type: none"> AS 2359 (Series) Powered industrial trucks
Earthmoving Equipment	<ul style="list-style-type: none"> AS 2294.1:1997 Earth-moving machinery – Protective structures - General AS 3868:1991 Earth-moving machinery – Design guide for access systems AS 4772:2008 Earth-moving machinery – Quick hitches for excavators and backhoe loaders
Mobile Elevating Work Platforms	<ul style="list-style-type: none"> AS 1418.10:2011 Cranes, hoists and winches – Mobile elevating work platforms AS 2550.10:2006 Cranes, hoists and winches – Safe use – Mobile elevating work platforms
Mobile Cranes	<ul style="list-style-type: none"> Queensland Mobile Crane Code of Practice 2006 AS 1418 (Series) Cranes hoists, winches AS 2500 (Series) Cranes – Safe use

Appendix E - Powered Mobile Plant – Authorisation Requirements

Mobile Plant	Licence / Competency Requirements
C0 Slewing mobile crane - with a capacity over 100 tonnes C1 Slewing mobile crane - with a capacity up to 100 tonnes C6 Slewing mobile crane - with a capacity up to 60 tonnes C2 Slewing mobile crane - with a capacity up to 20 tonnes CB Bridge and gantry crane CD Derrick crane CN Non-slewing mobile crane CP Portal boom crane CS Self-erecting tower crane CT Tower crane CV Vehicle loading crane HM Materials hoist HP Personnel and materials hoist PB Concrete placing boom WP Boom type elevating work platform (EWPs) with a boom length of 11 metres or greater (does not include scissor lifts) RS Reach stacker LF Forklift truck LO Order-picking forklift truck	High risk work (HRW) licence as defined in the <i>Work Health and Safety Regulation 2011(Qld)</i> and Plant Familiarisation
Front-end loader backhoe Bridge and gantry (remote control) crane Excavator Front-end loader Scraper Road roller Grader Skid steer loader Dozer Tractor Tip trucks (articulated and non-articulated) Combined units, e.g. backhoe/front-end loader	Statement of Attainment achieved via a Verification of Competency (VOC) process conducted by a Registered Training Organisation (RTO) using specific national competency units contained in RII09 Resources and Infrastructure Training Package. The use of alternative mechanisms of deeming competency are subject to approval by Stanwell e.g. internal company competency programs or having previously held a HRW licence for these categories of plant and can demonstrate competency has been maintained. and Plant Familiarisation VOC process and plant familiarisation may be conducted concurrently. <i>Note: Superseded RII units may still provide evidence of competency when combined with other supporting evidence.</i>

Note: Powered mobile plant operators shall be authorised in the class of mobile plant they operate, unless they are receiving onsite training for the plant (under the direct supervision of a competent person in the use of that plant) or in the process of active assessment.