



Plant & Machinery Policy

The intent of this Policy is to implement the general care, maintenance and safety when operating Wild Company plant and machinery.

Wild Company Pty Ltd is committed to achieving leadership in our OHSE practice.

This Plant & Machinery Policy is to be run in conjunction with Machine Operator job description and all QA Procedures and Documentation.

It is the Machine Operator's responsibility to ensure the following procedures are completed as routine. Failure to follow these procedures may result in disciplinary action.

PLEASE NOTE: NO SMOKING is permitted in Wild Company Pty Ltd Plant & Machinery

Daily

- Complete Plant + Equipment Daily Checklist (QAF117) logbook to be kept in machine at all times.
 - If any **minor** faults are found – report to Workshop Manager for rectification
 - If any **major** faults are found – report to Site Supervisor **IMMEDIATELY**.
- Inspection of lifting equipment to ensure it is in a safe working order.
- Machine must be greased EVERY DAY.
- Necessary PPE (Personal Protective Equipment) must be worn while operating plant and machinery.
- Ensure all lifting equipment is securely stored in the plant and machinery at night.

Weekly

- Air filter to be blown out weekly (minimum).
- Air filter to be blown out on site if an air compressor is available or taken back to the workshop.

General

- Keep plant, machinery and equipment clean and tidy.
- All jobs are assessed by using the knowledge of the project, materials, plant and machinery capabilities & limitations, personnel on site and property.
- Do not drive steel tracked plant and machinery over concrete driveways, curbs or pit lids. If you cannot come up with an alternative route, discuss with your site supervisor.
- Do not dismantle/damage trees or foliage with plant and machinery. Discuss with Site Supervisor if trees are considered in the way of excavation or tracking.
- Ensure you have read, understand and signed necessary SWMS (Safe Work Method Statements)
- Lifting chains to be attached to lifting anchor points when transporting tools and equipment around site.
- Lifting chains are to be tested + tagged annually – contact workshop manager if your set are due to be tested.
- Tools & equipment to be lifted with chains included but are not limited to:
 - Large vibrating plate
 - Trench whackers
 - Any tool that is equip with lifting points
- All tools that are not transported by lifting chains must be placed into the bucket of machine or trench by hand.



Plant & Machinery Policy

Continued

Maintenance & Servicing

- Machine Operator is responsible for greasing machine DAILY.
- Consumables such as grease cartridges are purchased by Workshop Manager – contact him if you are running low.
- If any minor faults are found – report to Workshop Manager for rectification.
- If any major faults / damage is found – report to Site Supervisor **IMMEDIATELY**
- You or your Site Supervisor must then report fault/damage to Project Manager ASAP.

Damage includes, but not limited to:

- Collision with structure/s
- Damage to other's property
- *Minor* scratches to **major** dents
- Keep an eye on machinery hours these need to be recorded daily on timesheets and in maintenance log
- Notify Workshop Manager approx two (2) weeks prior to when machine is due for routine/regular service
- Make a 'to do' list of any specific items to be rectified during routine service or regular check & pass onto Workshop Manager.
- Workshop Manager will liaise with you re: service scheduling / your 'to do' list
- If the plant or machinery is to leave site, ensure it is complete with the tool kit containing the following items:
 - * Riggers gloves * Grease gun * Mash hammer * Shifters x 2
 - * Dust pan + brush * Pin punch * A set of lifting chains & swift lift * Fire Extinguisher
- Workshop Manager will liaise with you re: service scheduling

Fuel

- Machine Operator is responsible for refueling the plant/machine/equipment
- Machine Operator's Team BP Fuel card to be used
 - Use ODO (odometer) reading for Truck fuel
 - Use Job # (as odometer reading) for Machine fuel purchases
- If fuel is syphoned from diesel transfer unit – complete the transfer logbook so fuel can be tracked.

Alcohol and Drugs

Wild Company is committed to protecting the health and safety of all employees and others who may be affected by accidents, incidents or injuries arising from the misuse of drugs or alcohol.

Operators are not permitted to:

- Be intoxicated or impaired by alcohol, prescription drugs/medications, legal non-prescription drugs/medications or illicit substances; or
- Consume, possess, cultivate, distribute or sell illicit substances
 - Whilst at work
 - On Wild Company or client premises/work sites, or in company vehicles; or
 - Undertaking work-related activities on behalf of Wild Company.

Where there is a risk to the health and safety from drug or alcohol misuse, effective control strategies will be implemented. Such control strategies will focus on job performance and safety.

Workers are encouraged to report drug and alcohol problems that could present safety risks.