

Procedure

Allowing Non SCL Owned Mobile Plant or Equipment to Perform Work on Stanwell Corporation Limited Owned or Operated Sites

Amd Date 04/01/08

[Objective](#)

[Scope](#)

[Flowchart](#)

[Definitions](#)

[Responsibilities](#)

[Actions](#)

[Communication](#)

[Review](#)

[Records Management](#)

[Links and References](#)

Objective

To ensure all mobile plant or equipment entering or performing work on Stanwell Corporation Limited (SCL) owned or controlled sites is "Fit for Purpose". This includes ensuring:

- all inspections (required by the Workplace Health and Safety Act and Electrical Safety Act & Regulation) have been carried out
- all Safety Systems are operating
- Log Books have been accurately maintained
- all defects have been rectified, prior to the performance of any work

Scope

This Procedure covers all non-SCL owned Mobile Plant and equipment entering or performing work on SCL owned or controlled sites. SCL owned mobile plant and equipment is covered by routine inspections and maintenance including pre-start checks.

Functional Flowchart

N/A.

Definitions

Mobile Plant: Includes cranes, elevated work platforms (EWP's) & scissor lifts, trucks, forklifts, backhoes, excavators/trenchers, graders, dozers, tractors, skid steer loaders and bobcats, and trailers.

Equipment: Described as registrable plant in Queensland Workplace Health and Safety Regulation 1997 (Schedule 3), not owned by SCL, intended to be used in the interest of Stanwell Corporation Limited (SCL) and lifting components as identified in Appendix 'A' of AS 1666.2 Wire Rope Slings Part 2: Care and Use.

Ticketed Operators: Personnel who hold a current Operators Ticket, issued by the Department of Occupational Health & Safety, for mobile plant or equipment.

Portable Equipment: Equipment which moves whilst in operation, or an appliance that can be easily moved from one place to another while connected to the power supply.

Responsibilities

The **Owners of the Mobile Plant and Equipment** must provide:

- documentary evidence of compliance. Typically this includes records of current inspections (required by the Workplace Health and Safety Act), accurately maintained Log Books, Operations and Maintenance Manuals and / or Maintenance Records.
- evidence that all defects recorded in Log Books or Maintenance Records have been rectified for checking.

The **SCL person responsible for the use of specific Mobile Plant and Equipment** must:

- ensure the "Mobile Plant And Equipment – Access to Site Checklist" (available via the SCL Templates Menu is completed, preferably by the supplier.
- sign the Checklist attached to the "Mobile Plant and Equipment – Access to Site Checklist" (available via the SCL Templates Menu) prior to the machine performing work. It is the intent of this procedure that the supplier/owner of the equipment fills in this checklist at the time of handing over or use of the equipment.

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++ Review

- + As per the Controlled Documents Procedure this document will be reviewed every five years.

+ Records Management

- + N/A.

Links and References

Mobile Plant and Equipment – Access to Site Checklist (available via SCL Templates menu)

Queensland Workplace Health and Safety Act 1995 (includes all amendments)

Queensland Workplace Health and Safety Regulations 1997 (includes all amendments)

Queensland Electrical Safety Act 2002

Queensland Electrical Safety Regulation 2002

AS 2550.1 2002: Cranes Hoists and Winches- Safe use Part 1 General Requirements

AS 2550.1 2002/Admt 1-2004: Cranes Hoists and Winches- Safe use Part 1 General Requirements

AS/NZS 3760: In-service Safety and Testing of Electrical Equipment

AS 4343-1999: Pressure Equipment Hazard Levels

AS 1666.2 1995: Wire Rope slings Part 2 Care and Use

[Return To Top](#)