

DOB ENTERPRISES PTY LTD

DOB Equipment and Plant Policy  
IMS-517-00-POL

## Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.19	0	Sunette Opperman	Creation	S Rupert	S Rupert



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Revision

0

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19.02.19

Document No

IMS -517-00-POL

Page

Page 2 of 4

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DOB is committed to reducing the risk of injuries, hazards and incidents associated with plant & equipment. **The objective of this policy is to ensure DOB's plant, vehicles and other mechanical equipment is available in good working order so as to ensure safety and reliable service.**

DOB management will:

- File and maintain records pertaining to the maintenance, repair and condition of plant & equipment in line with legislation and manufacturer's guidelines
- Put systems in place to allow workers to report any concerns with the function, performance or use of plant & equipment on the premises
- Consult with workers via formal & toolbox meetings to discuss any problems regarding plant and equipment
- Conduct risk assessment of plant & equipment and, where possible, eliminate or reduce the risk
- Review risk assessments when new plant or equipment is introduced or when an incident has occurred
- Put in place engineering controls for the management of plant & equipment
- Isolate equipment which is faulty or dangerous
- Implement administrative controls to plan for maintenance, repair and calibration of plant & equipment
- Implement administrative controls to track worker training, qualification, certifications & manage any additional training or renewal of licences to ensure compliance
- Conduct checks to ensure that only properly trained & qualified persons operate plant & equipment
- Conduct planned audits to ensure that the above measures are working & to improve processes where necessary
- Provide workers with Personal Protective Equipment (PPE) as necessary to undertake their duties
- Consult with workers, contractors & sub-contractors regarding the safe use & upkeep of plant & equipment.

Plant & Equipment operations workers, contractors & sub-contractors will:

- Operate plant & equipment which they are properly trained & qualified to use
- Report any fault or concern they have with plant or equipment immediately
- Follow set procedures to report incidents or concerns with plant & equipment
- Store, manufacture & transport dangerous goods in line with company policies
- Ensure that training & licences are up to date, make these available as required by the business / industry and inform management when re-training or re-licensing is due
- Wear Personal Protective Equipment (PPE) at all times whilst operating equipment
- **Follow all guidelines, policies & legislation as directed by the organisation**

#### REPLACEMENT PERIODS

Replacement periods will be set by DOB management to provide the best financial result for DOB whilst also taking into account of DOB's safety requirements and resources.

#### PURCHASING & DISPOSAL

The purchasing of major plant and equipment should take into account the following (but not limited to):

- Demonstrated need for the item, taking into account the level of performance and levels of safety required



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Page

Page 3 of 4

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- Cost of life, depreciation, and maintenance costs. Purchase price and resale value.
- Consideration of whether to purchase, hire, lease or hire purchase.
- Utilisation levels based on actual engine hours or kilometres worked, and days or hours booked.
- Purchases are to be undertaken in accordance with DOB's Purchasing procedure. In particular, purchases in excess of \$100 (inc GST), if not purchased by Director, are to follow the Purchase Procedure.
- Where an item of plant or equipment is no longer required, disposal can be by way of direct sale by tender or motor vehicle auction. Disposal of an item of plant or equipment is to be approved by the DOB Director.

PLANT REPLACEMENT - GENERAL

- A ten-Year Plant Replacement Program is to be maintained and reviewed periodically and is to be reported to Director as requested.
- Delegation is provided to the Business Manager and Director to approve the purchase and replacement of major plant and vehicles.



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Page

Page 4 of 4

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