



MACHINERY AND EQUIPMENT POLICY

AIM

To ensure the safety of all employees while working with tools and equipment.

POLICY

- Work Structures Pty Ltd is committed to the safe operation and use of tools and equipment.
- Staff will be encouraged to identify hazards and associated risks as part of our Risk Management practice. Risk assessments will include examination of tools and equipment.
- Sufficient resources will be allocated to comply with the aim of this policy.
- Tools that are damaged in any way should not be used, and must be repaired or replaced.
- Use only hand or power tools that are suitable for the work at hand.
- Put tools back in their place when you have finished with them.
- Do not throw any tool or equipment.
- Make sure the safety guards are in place when using equipment.
- Any defective electrical equipment must be reported immediately and not used.
- Never attempt to carry out electrical repairs unless you are a qualified electrician.
- Do not trail electrical extension leads through water or trolleys or vehicles could damage them.
- If a person is in contact with live electrical circuits (receiving an electrical shock), do not attempt to pull them away. First switch off the power then seek medical assistance.

MECHANICAL HAZARDS

Machinery and equipment have moving parts. The action of moving parts may have sufficient force to cause injury to people. When assessing machinery and equipment for possible mechanical hazards, consider:

- Machinery and equipment with moving parts that can be reach by people
- Machinery and equipment that can eject objects (parts, components, products or waste items) that may strike a person with sufficient force to cause harm
- Machinery and equipment with moving parts that can reach people such as booms or mechanical appendages
- Mobile machinery and equipment, such as forklifts, pallet jacks, operating in areas where people may gain access

Common mechanical hazards:

Hazard	Risk
Rotating shafts, pulleys, sprockets and gears	Entanglement
Hard surfaces moving together	Crushing
Scissor or shear action	Severing
Sharp Edge – moving or stationary	Cutting or puncturing
Cable or hose connections	Slips, trips and falls (eg oil leaks)

RISK CONTROL OF GENERAL HAZARDS

Employers are required to remove or rectify any hazards, or if this is not possible then minimise the risk of harm to the lowest possible level.

Controlling risks for certain hazards will require you to comply with specific controls set out in OHS legislation.

In many instances a combination of control measures is used to control hazards. The following list of controls is in order of preference and known as the **hierarchy of risk controls**.

- **Eliminate the Hazard from the workplace**
Try to ensure that hazards are designed out when new materials, equipment and work systems are being planned for the workplace.
- **Remove or Substitute**
Where possible remove the hazard or substitute with less hazardous materials, equipment or substances.
- **Enclose or Isolate the Hazard**
This can be done through the use of guards, enclosing a noisy process from a person; use of remote handling techniques.
- **Engineering Controls**
This can be done through local or general exhaust ventilation systems; machine guarding; scaffolding.
- **Administrative Procedures**
Establish appropriate procedures such as:
Job rotation to reduce exposure time or boredom, or timing the work so that fewer employees are exposed
Routine maintenance and housekeeping procedures
training on hazards and correct work methods
- **Personal Protective Equipment**
Provide suitable and properly maintained personal protective equipment and ensure employees are trained in its proper use. Examples include gloves, earplugs etc.