



## SAFE USE OF PLANT & EQUIPMENT POLICY

### 1. Purpose

The City of Swan's overall commitment to providing all employees with a safe working environment is stated in its Pol-C-001 Safety & Health Policy which reflects and acknowledges the City of Swan's statutory duty to protect employees from hazards, provide safe plant and to provide reasonable training and instruction as stated in the relevant provisions of the Occupational Safety and Health Act 1984.

The definition of a "workplace" within the Occupational Safety & Health Act 1984 includes vehicles. Hence, for the City of Swan this commitment will extend to the protection of all employees, volunteers and contractors whilst they drive/operate/use City of Swan plant, equipment, and vehicles.

Within the wide range of City of Swan activities and services, nearly all staff will at some time drive or operate vehicles or plant owned by the City of Swan. As a result of this risk exposure, the City of Swan will develop and implement strategies aimed at minimising the risk of injuries to employees and other third parties whilst seeking to minimise damage to fleet assets while they are being used.

**Key definitions:** *For the purposes of this document:*

**Plant means:** (as defined in the Occupational Safety and Health Act 1984) *Includes any machinery, equipment, appliance, implement, or tool and any component or fitting thereof or accessory thereto.*

**Workplace:** (as defined in the Occupational Safety and Health Act 1984) *Means a place, whether or not in an aircraft, ship, vehicle, or other structure, where employees or self-employed persons work or are likely to be in the course of their work.*

### 2. Policy

2.1 The City of Swan will allocate specific responsibility to take to a nominated Line Manager who will be accountable for the successful implementation, monitoring and review of this Policy across the organisation. Nominally, this officer will be : **Chief Executive Officer**

2.2 The *Chief Executive Officer*, in consultation with appropriate staff, will implement a comprehensive 'safe use of plant and equipment' programme that is consistent with industry best practice, compliant with all relevant legislation and is designed to be fully documented, measurable, continually improved and refined.

2.3 The *Chief Executive Officer* will hold **all** employees accountable for:

- being in a fit state to drive
- behaving in a safe manner that minimises the risk of injury to people and damage to property and assets



- complying with all relevant traffic laws whilst using, driving or operating Council, plant, equipment and vehicles
- reporting all crash events and incidents related to the use of Council plant, equipment and vehicles
- reporting any hazard related to Council plant, equipment, or vehicles
- maintaining vehicles in a safe, clean and tidy manner with the main aim of minimising the risk of items carried inside of vehicles becoming potential missiles in crash situations
- complying with the City of Swan no-smoking policy requirements within vehicles or whilst operating Council plant and equipment where there is an enclosed cab or driver's compartment

**NOTE:** These obligations and expectations are applicable to *all* Council staff, contractors and volunteers whilst driving or operating Council plant, equipment and vehicles.

- 2.4 The *Chief Executive Officer*, in consultation with appropriate staff will establish staff recruitment and selection processes which will specifically address prospective employee driving history, safe driving attitude and licence validity/currency status.
- 2.5 The *Chief Executive Officer*, in consultation with appropriate staff will develop, refine and implement staff induction processes that specifically addresses safe driving/operating components. This maybe incorporated with existing induction processes as appropriate.
- 2.6 The *Chief Executive Officer*, in consultation with appropriate staff will select, purchase and maintain vehicles, plant and equipment that reflects current industry best practice and motoring standards which provides for optimum driver safety outcomes.
- 2.7 The *Chief Executive Officer*, in consultation with appropriate staff will refine and improve existing incident and crash investigation processes.
- 2.8 The *Chief Executive Officer*, in consultation with appropriate staff, will investigate appropriate driver incentive/reward schemes to motivate and provide incentive for employees to drive, operate and use City of Swan plant, equipment and vehicles in a safe manner. As a function of the Chief Executive Officer expectation for employees to be fit to drive, behave in a safe manner and comply with relevant traffic laws, processes will be refined and developed to track poor performance and engage specific strategies for identified driver "at fault" situations.
- 2.9 The *Chief Executive Officer*, in consultation with appropriate staff will develop, refine and implement appropriate ongoing driver/operator education programmes.
- 2.10 The *Chief Executive Officer* will improve data gathering and analysis processes and will implement specific initiatives as identified that will enhance the City of Swan 'safe use of plant and equipment' policy. Some of these initiatives may include, driver safety handbooks, formal vehicle safety awareness programmes, crash investigation training for staff and the consolidation of related emergency response procedures.