

OVERVIEW

The purpose of this Safety Practice is to ensure that mobile plant are operated in accordance with this procedure, are checked and maintained to minimise damage through preventative maintenance, and that any fault that may put persons, equipment and/or the environment at risk are identified. This procedure shall provide the minimum safety requirements for operating mobile plant on Perkins premises or project sites undertaken by employees and contractors.

Perkins Builders provide company owned and hired mobile plant to conduct construction work on Perkins premises and project sites. All employees and contractors shall comply with all requirements of the Work Health and Safety Act 2020, Work Health and Safety Regulations (General) 2022, Codes of Practice and Guidance Notes.

Explanatory Note:

A multi-purpose item of powered mobile plant is determined by its use. For example, a hydraulic excavator used to 'crane' loads, such as pipes, is considered to be a crane while in this mode. It is considered to be earthmoving machinery when used to excavate or load earth, rubble or similar.

Similarly, a tractor fitted with a front-end loader bucket is an earth moving machine. Powered mobile plant with a telescoping boom will be a forklift when fitted with forks, a crane when fitted with a hook to lift a freely suspended load and an elevated work platform when fitted with a work platform.

Definitions:

Plant	Includes any machinery, equipment, appliance, implement, or tool and any component or fitting thereof or accessory thereto.
Classified Plant	Includes any individual item of plant that is required to be registered in accordance with relevant state legislation.
Plant owner	The Managing Director of Perkins Builders or their delegated authority, or the subcontractor. If plant is hired by a subcontractor, the responsibilities of the plant owner are transferred to the subcontractor for the duration of hire.
Operator	Competent person employed directly or indirectly by Perkins Builders to operate plant.
Operator protective devices	Includes roll overprotective structures, falling object protective structures, operator restraining devices and seat belts.
Workplace	Any premise or project site owned, controlled by or under the responsibility of Perkins Builders.

RESPONSIBILITIES

Management	Provide compliant, maintained mobile plant and ensure adequate resources are available to manage mobile plant safety.
Site Manager / Supervisor	Verify plant is registered, inspected and fit for use, ensure operators are competent and authorised, and monitor compliance with this Safety Practice.
Operators	Operate plant safely within their competency, complete daily pre-start inspections, report defects immediately, and isolate unsafe plant from service.
HSEQ Personnel	Monitor compliance, provide advice, and support inspections, incident investigations and corrective actions.

1. CLASSIFIED PLANT REGISTRATION

Guidance:

The owner of Classified Plant shall ensure that registration is current and in accordance with relevant state legislation.

Any item of plant with an expired registration/license, defects and/or damage shall be tagged out and isolated until the registration/license is renewed/reissued and/or all repairs and maintenance are complete.

Isolation of plant shall be conducted in accordance with Perkins [Isolation Safety Practice \(90.02.11\)](#).

2. LICENCES AND COMPETENCY

Guidance:

The following are the minimum prerequisite document requirements and must be met before undertaking any work at a workplace:

- Each item of Classified Plant shall possess proof of current registration in accordance with relevant state Legislation.
- Each plant operator shall complete a Perkins Hammertech Online Induction and a [Site Specific Induction Checklist \(Form 901\)](#).
- All items of plant shall be installed and dismantled by a competent person.

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- All items of plant shall be operated by a competent operator and proof of competency (i.e. licences/certificates) shall be uploaded into the Perkins Hammertech project portal and maintained for the duration of the project.
- Operator must hold a current Australian Recognised Licence to operate the task specific item of plant.

No person shall operate plant at a workplace unless they are trained, competent, licensed and authorised to operate that plant in its intended environment.

Operators are responsible for ensuring the validity of their licence and must immediately notify Perkins should their licence be suspended or cancelled.

3. SAFETY SPECIFICATIONS

Guidance:

All plant shall be fitted with the following as a minimum:

- Roll overprotective structures (ROPS).
- Falling object protective structures (FOPS).
- Operator restraining devices.
- Seat belts.
- Warning devices shall be fitted such as operable flashing beacon/light and reversing beacons.

The Operator shall not use a mobile phone while operating an item of plant.

Note: ROPS and FOPS shall be in accordance with current legislation.

4. FITNESS FOR WORK

Guidance:

All personnel must be 'fit for work' when operating an item of plant when conducting business for Perkins Builders.

A fit for work program is in place, incorporating defined action levels for drugs and alcohol. Refer to Perkins [Drug & Alcohol Procedure \(90.02.16\)](#).

Employees undertaking operating plant as part of their duties will be assessed as medically fit for operation of plant during their pre-employment medical.

5. MAINTENANCE

Guidance:

Operators must ensure the plant is operated and maintained in accordance with the manufacturer's requirements and specifications.

The manufacturers operating manual for each item of plant should be stored within the item of plant and drivers are required to familiarise themselves with the features and correct operation by reviewing the contents of these manuals.

Plant at a workplace will be subject to regular inspections by the Site Manager and HSE department. Any non-compliances shall be addressed immediately and recorded in Viewpoint for monitoring and closeout.

Perkins owned plant shall be maintained in accordance with Perkins [Plant and Equipment Maintenance and Calibration Procedure 50](#).

Perkins Owned Telehandlers shall be operated by Perkins Employees unless otherwise authorised by the Plant & Logistics Supervisor. Telehandler operators shall give the completed pre-starts to the relevant Site Manager at the end of each week for forwarding to the Asset and Logistics Supervisor. The Plant & Logistics Supervisor shall forward to the Marketing Coordinator for recording in Viewpoint.

Note: Perkins owned telehandlers shall not operate with man cages. Only telehandlers with outriggers shall be used for movement / lifting of man cages.

PLANT OPERATION - SAFETY PRACTICE

The owner of plant shall ensure that routine maintenance is conducted in accordance with manufacturer's instructions or as per [Plant and Equipment Maintenance and Calibration Procedure 50 - Appendix A](#) Maintenance Schedule.

All servicing, maintenance, dismantling, alteration and inspection of plant must be carried out by a competent person and documented evidence for all non-Perkins owned plant shall be accessible within item of plant/Hammertech for the duration of the works/use on site. Documented evidence of maintenance for Perkins owned plant shall be uploaded to viewpoint. All records shall be attached to the relevant equipment record in viewpoint by the Marketing Coordinator / Plant & Logistics Supervisor.

Where plant has been altered or damaged it must be withdrawn from use until it is inspected and tested by a competent person prior to returning to service.

Plant shall be isolated and tagged out during maintenance in accordance with [Isolation Safety Practice \(90.02.11\)](#). Maintenance and / or cleaning on plant that must remain in motion during maintenance / cleaning shall only be conducted by a competent person.

6. INDUSTRIAL LIFT TRUCKS / FORKLIFTS

Guidance:

Forklifts

All forklift operators shall be in possession of a High-Risk Licence.

Industrial Lift Truck

- All lifting shall be carried out within the safe working limits of the truck.
- All industrial lift trucks shall be equipped with lifting attachments suitable for the load being lifted.
- Load charts shall be clearly displayed on the truck.
- Industrial Lift Trucks shall only be used to lift or suspend loads that they are designed to lift or suspend, and loads shall not be suspended or moved over any workers/persons.
- Safe working limits shall not be exceeded.
- Loads shall not be suspended or moved over any person during a lift.
- Lifting Trucks shall not travel with a load unless the lifting arm is completely retracted.
- All loads shall be adequately secured when lifted or suspended.

Unauthorised access shall be prevented by establishing exclusion zones using signage, spotters and/or barricading/bunting.

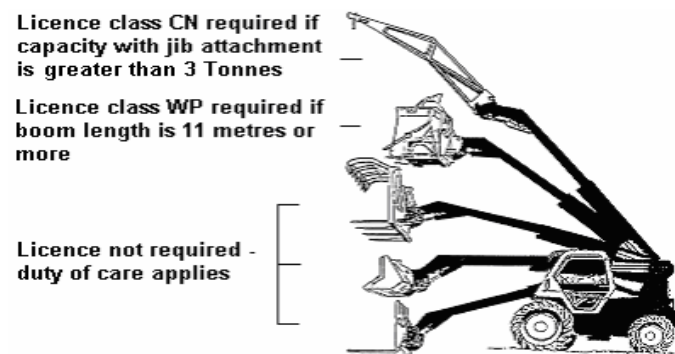
Some telehandlers are not designed to lift freely suspended loads and a location where the ground is rough, uneven, sloping or wet can significantly affect the machines stability when being operated as a mobile crane.

A Perkins nominated Telehandler Driver must have suitable competencies before operating a telehandler on site.

Under the National Licensing Standard licences are required when a telehandler is configured as described below:

- Non-slewing mobile (greater than 3 Tonne) crane with a boom and/or jib.
- Elevating work platform where operating controls are in the basket and the boom length has a capacity of 11 metres or more.

A licence is not required when the plant is fitted with other attachments i.e. buckets and tynes or forkarms etc. To illustrate, in the diagram below, only the top two attachments require a licence (crane and elevating work platform).



A qualified Dogman is to be used to sling loads when the telehandler has a jib attachment.

The Site Manager must ensure that all contract telehandler drivers have the appropriate qualifications for the type of telehandler being used on site.

Note: if an item of plant is used as a crane it shall be considered a crane and operators shall be licenced in accordance with the requirements of WHS (General) Regulations 2022 Schedule 3.

If a Telehandler is to lift freely suspended loads, steps must be taken to ensure that the telehandler can be safely used for that operation i.e. it complies with AS 1418.5 Cranes, hoists and winches - Mobile cranes.

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A telehandler is to have the following:

- An appropriate load chart so all lifting is done within the safe working load limits of the plant. The load chart is to be displayed on the plant.
- Loads are only to be lifted using attachments that are suitable for the task being performed and included within the load chart. Attachments are to have a Safe Working Load (SWL) limit.

The following are general rules when using the telehandler:

- The operator is to ensure the telehandler operates on level ground. If this is not practicable a JHA / SWMS is to be completed.
- When lifting the telehandler lifting arm is not to extend beyond the limit required to lift the load.
- During travel the load is to be lowered close to the ground and then boom retracted as close as possible.
- When a load is freely suspended, the load will be elevated to prevent snagging on the ground or other obstacles.
- Operators are to drive in such a manner to prevent swing in a suspended load. When a load is suspended a load can swing and exert additional dynamic forces on the machine which may adversely affect the machines stability.
- If operating on a public road with forks attached, operator must be in possession of a forklift licence/qualification.

The Site Manager / Perkins Telehandler Driver must ensure that measures are in place to ensure persons and vehicles are prevented from entering the operational area of the telehandler through a risk assessment.

The Telehandler Driver will ensure that pedestrians and vehicles do not enter the operating area of the telehandler.

7. MOBILISATION

Guidance:

- All fixed plant shall be installed, erected and commissioned by a competent person (or appropriately licenced person where required)
- A Risk Assessment shall be completed upon arrival of plant to site and provided to the Site Manager (in the absence of a Risk Assessment the Site Manager or competent person shall complete a Plant HSE Risk Assessment (Form 921/Hammertech);
- A Plant and Equipment Register (Form 945/Hammertech) shall be completed by the Site Manager and maintain such register for the duration of the project.
- A copy of the item of plant's service history shall be uploaded to Perkins Hammertech Project Portal and report to the Site Manager upon arrival to site and prior to operation.
- Each item of plant shall be added to the Site Plant Register by the Site Manager. The Site Manager shall assign each item of plant with a unique plant registration code specific to the particular project and present a green Perkins plant sticker.
- The green Perkins plant sticker shall be displayed on the item of plant for the duration of use on a specific site.
- All items of plant will be required to be registered on each site independently on another or multiple sites, this is defined by the project number identified on the sticker.
- Each item of plant shall:
 - be in possession of a logbook/ prestart book.
 - fire extinguisher.
 - have an operable flashing beacon/light.
 - have an operable reversing beeper.
 - have appropriate guarding around moving parts.
- A SWMS/JHA capturing the use of the item of plant within the job steps shall be uploaded to the Perkins Hammertech project portal and accepted by the Site Manager prior to commencement of works.
- The Plant Risk Assessment (Form 921/Hammertech) and SWMS/JHA for plant operation shall address the hierarchy of control when evaluating appropriate controls for operation of mobile plant.
- Should the operation of plant change at any point the SWMS/JHA shall be revised to reflect new method of operation.

8. PRESTART / INSPECTIONS

Guidance:

- Plant shall be inspected during the installation and / or dismantling by a competent person.
- Operators shall inspect the plant and conduct a prestart prior to operating plant daily (when in use).
- The Operator shall complete the logbook/prestart book assigned and located in each individual item of plant prior to use.
- The item of plant is not to be operated by anyone other than the assigned Operator.

9. OPERATION

Guidance:

Plant shall only be operated at designated workplaces.

- Before commencing Look up and Live (Look for overhead power cables and obstacles).

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PLANT OPERATION - SAFETY PRACTICE

- Do not ride on the machine unless it has a properly provided seat and belt to sit in. Seat belts should be worn at ALL times while operating plant.
- Plant shall have guards in place when using.
- Operational controls are located or guarded to prevent unintentional activation and can be locked when in the off position.
- At all times be prepared to get out of the cabin and talk to supervisors and employees who are working with you. Clear instructions should be understood and shown on the ground.
- Do not allow anyone to ride on or stand around the machine. Passengers must have a seat with belt and ground personnel should stay 15m from mobile plant unless working directly with you.
- Be aware of those around you and always look to see that there are no person or obstacle in the way before manoeuvring plant.
- Wherever possible avoid travelling over rocks, stumps, trenches or any other obstacle.
- When travelling with excavators and loaders, wherever possible keep the bucket low to the ground. A grader blade should be positioned within wheel width and raised as high as possible.
- Before leaving the operators seat, hydraulic attachments shall be lowered to the ground.
- Keep a safe distance away from the edge of embankments.
- Unauthorised person shall not be permitted in the workplace. If you see an unauthorised person entering the workplace, stop and ensure they move out of the operating area.
- Using a mobile phone whilst operating plant is strictly prohibited; and
- When continuing operations after rain, remember that conditions will have changed and proceed with caution.
- Plant shall have measures/controls implemented to prevent unauthorised access, interference or alteration when not in use.

Where plant is used other than its intended purpose, a risk assessment shall be completed to identify hazards and ensure adequate controls are implemented to eliminate or reduce risk and prevent injury or harm.

10. PARKING / ISOLATION

Guidance:

Isolation procedures shall be conducted by the operator when the plant is parked or not in use.

When parking and/or isolating plant the operator shall:

- Select level ground where possible.
- Set park brake on and lower all attachments to the ground;
- Parking on a slope, position to prevent plant from rolling (block wheels if required).
- Park plant a reasonable distance away from other plant or equipment.
- Turn off all switches and lock up the plant.

11. EMERGENCY / INCIDENT RESPONSE

Guidance:

Should an emergency or incident occur whilst operating plant, the operator or witnessing personnel (where the operator is unable to do so) shall contact the Site Manager immediately.

All incidents shall be reported to the Project Manager and the HSE Officer verbally as soon as practicable. This shall be followed up by a completed Incident Report (Form 912/Hammertech).

LINK TO SUPPORTING DOCUMENTS

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| <ul style="list-style-type: none"> • Isolation Safety Practice (90.02.11). • Site Specific Induction Checklist (Form 901). • Drug & Alcohol Procedure (90.02.16). | <ul style="list-style-type: none"> • Plant and Equipment Maintenance and Calibration Procedure 50. • Isolation Safety Practice (90.02.11). |
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REFERENCES

- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022
- AS 1418.5 - 2013 Cranes, hoists and winches Mobile cranes.
- AS 2550.1:2011 Cranes, hoists and winches - Safe use - General requirements
- AS 2550.5:2016 Cranes, hoists and winches – Safe use mobile cranes
- AS 2550.10:2025 Cranes, hoists and winches - Safe use - Mobile elevating work platforms

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