



# **IGO GROUP SAFETY STANDARD 20 - FIXED PLANT AND EQUIPMENT**

**INDEPENDENCE GROUP NL**





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## 1. INTENT

This Standard details the requirements for the safe design, manufacture, purchase, installation, commissioning, operation, inspection, maintenance, testing and decommissioning of fixed plant and equipment.

## 2. APPLICATION

This standard shall apply to all IGO sites and projects (exploration, construction and development) and to all IGO employees, contractors (including sub-contractors) and visitors to IGO sites and projects. All IGO sites and projects shall comply with the provisions of this standard and all relevant legislative requirements for the location.

Where this standard identifies Australian and New Zealand Standards, IGO's international sites and projects shall ensure any other Standards relevant to the location meet the minimum requirements established through this standard.

This standard applies to all plant and equipment including: any machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those things.

## 3. REQUIREMENTS

### 3.1 Selection and Approval

All fixed plant and equipment shall undergo an operational risk assessment as part of the selection, design and approval process for site use. This shall involve operators and maintainers who would typically use the equipment and address at a minimum:

- The proposed tasks that it is going to be used for
- Its design and safety features
- How it is operated
- Ergonomics
- How it will interact with its surroundings
- The conditions (environmental, climatic etc.) in which it will be used
- Communications
- Behavioural factors
- Lifecycle and environmental costs including energy consumption and waste streams.

Records of approval for the acquisition or hire of plant shall be maintained.

## 3.2 Compliance and Registration

### *Compliance*

All fixed plant and equipment shall comply with relevant regulatory requirements. All documentation shall be for the 'As Built' item of fixed plant and equipment.

Documentation shall include:

- A *Statement of Compliance* and verification documentation supporting compliance provided by the designer and manufacturer / supplier and maintained by the owner
- Operating limits and capacities
- Detailed and general arrangement drawings
- Operator and maintenance manuals and instructions
- Installation, commissioning, testing and dismantling procedures
- Manufacturer / supplier components and re-order list
- Safety devices – including those provided with the plant and optional extras available
- Plant hazards – associated with the operation of the plant
- Registration certificates, where required

### *Registrable Plant and Plant Registration*

Sites shall identify and maintain a list of plant that is registrable. Registrable plant shall be:

- Design verified and registered before it is supplied or used following a change
- Re-registered if it has been modified and the alterations may affect health and safety
- Provided with a design registration number that shall be accessible in the vicinity of the plant at all times (preferably marked on the plant)
- Item registered with an associated item registration document that shall be available for inspection
- Only be operated in accordance with any item registration conditions
- Only be operated whilst its registration is current Sites shall have a system in place covering:
  - Design verification and the required competencies for the designer and verifier
  - Item registration and the required competencies for the registration inspector

## 3.3 Acceptance at Site and Pre-Use Requirements

Sites shall have a system for the 'first time use' / commissioning of fixed plant and equipment, which shall include as a minimum:

- Fixed plant and equipment identification and display markings are visible as required
- Documented start / up commissioning requirements have been defined
- The plant is not commissioned unless it is safe to do so
- The person installing or commissioning the plant is competent and informed of the risks
- Persons proposing to operate the plant are provided with the necessary training and supervision to do so safely

### **3.4 Safe Work Procedures**

Safe Work Procedures and operating manuals shall be supplied by the fixed plant and equipment manufacturer or supplier as part of the compliance documentation provided with purchase / hire of the equipment.

Site specific standard work procedures and safe systems of work shall be developed and implemented for all relevant tasks and areas related to the operation and maintenance of the fixed plant and equipment. Standard work procedures shall be developed:

- Taking into account the standard work procedures provided by the manufacturer / supplier
- To provide the controls as required for risks identified during the site / project risk assessment processes (e.g. the correct use of guarding, warning devices, operational controls, emergency stops etc.)
- To specify how to safely access and operate the plant
- To specify who may use the plant

A direct link between standard operating procedures and competency training and assessment materials shall be established.

### **3.5 Inspections, Testing and Maintenance**

Fixed plant and equipment shall be included in the electronic asset integrity / maintenance program for the site. The program shall include:

- Regular and scheduled servicing and maintenance according to Original Equipment Manufacturer (OEM) recommendations or risk assessment, any item registration requirements and relevant regulatory requirements at a minimum.
- Alteration / modification records including change management documentation
- The retention of records of maintenance and inspection and outstanding work.

Documented pre-start inspection checklists shall be completed by the fixed plant and equipment operator prior to initial commissioning and following major maintenance.

Statutory inspections and testing shall be documented and carried out in accordance with legislative requirements.

Asset maintenance files / histories shall be maintained, accurate and available for the life of each asset. Registered plant files / histories shall be maintained as per legislative requirements.

Procedures (and / or work instructions) shall be developed for routine maintenance tasks.

### **3.6 Fixed Platforms, Walkways, Walkway Floors, Stairs and Ladders**

Sites shall develop and implement minimum compulsory specifications for fixed platforms, walkways, walkway floors, stairs and ladders, which shall include requirements related to the following:

- Design
- Construction
- Inspection
- Maintenance and structural integrity

### **3.7 Management of Change**

Alterations to fixed plant and equipment shall only be made in accordance with **CMS ST-12 Management of Change** which includes risk assessment. Associated documentation shall be updated as soon as practicable as part of this process and shall include:

- Information from the change designer and change manufacturer that the plant is, so far as is reasonably practicable, without risks to health and safety to workers throughout the life of the plant
- Evidence that registrable fixed plant and equipment that has been changed has been design registered again and item registered again by competent persons prior to use.

### **3.8 Records**

Records shall be maintained and available for plant that requires design or item registration, including records of all tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations of the plant.

These records must be kept for the period the plant is used, and until control of the plant is relinquished.

### **3.9 Training and Competency**

A system shall be implemented to ensure that persons operating fixed plant or equipment are trained, competent and, where required, appropriately licensed to perform the required tasks. The system shall ensure that competencies and / or currency of licencing can be verified at the location.

Training programs should be practical and 'hands on' and take into account the particular needs of workers, for example literacy levels, work experience and specific skills required for safe use of the plant.

## **4. PERFORMANCE MEASURES**

Conformance with this standard will be assessed through regular audits and assessments.

## 5. OTHER INFORMATION

### 5.1 Related Documents

#### *Common Management System Standards*

- CMS ST-03 Risk Management
- CMS ST-10 Operations Integrity, Design, Construction and Commissioning
- CMS ST-12 Management of Change

#### *HSES Standards and Guidelines*

- IGO GSS15 Energy Control and Isolation
- IGO GSS21 Mobile Plant and Equipment

#### *External Documents*

#### Code of Practice

July 2012 Safe Work Australia Managing Risks of Plant in the Workplace Code of Practice

## 6. DOCUMENT CONTROL

No amendments to this document may be made without the approval of the document owner.

First issue	Effective date	Prepared by	Approved by	Approval date
20/5/2016	20/5/2016	Keith Ashby	Keith Ashby	20/5/2016
Revision No.	Revision date	Revised by	Approved by	Changes