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Document Title	Procurement & Acquisition of Plant & Equipment Procedure
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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to ensuring plant and equipment is procured, acquired and introduced into the workplace in a manner that eliminates or minimises risks to health, safety and the environment.

This procedure establishes the requirements for the procurement, acquisition and introduction of plant and equipment and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all employees, contractors and authorised personnel involved in the procurement, hire, lease, purchase, receipt or introduction of plant and equipment used by Brendan McKenna Earthmoving.

This includes new and used plant that is:

- Purchased.
- Hired.
- Leased.
- Borrowed.
- Received from another organisation.

This procedure applies throughout the plant lifecycle including acquisition, commissioning, operation, maintenance, inspection, repair and disposal.

Exclusions

This procedure does not apply to:

- Hand-held tools operated solely by manual force.
- General office equipment used for administrative purposes.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources are available to support the safe procurement and acquisition of plant and equipment.
Operations Manager	Coordinate plant procurement activities, risk assessments, supplier evaluations and commissioning requirements.
Supervisors	Participate in plant assessments and verify plant is suitable for intended operational requirements.
Employees / Contractors	Participate in consultation activities and report concerns relating to plant suitability, safety or operational requirements.

Procedure

Brendan McKenna Earthmoving shall ensure plant and equipment is assessed prior to acquisition and introduced into service in a manner that minimises health, safety and environmental risks.

1. Identify Operational Requirements

Plant and equipment requirements shall be assessed before procurement activities commence.

This shall include:

- Determining the intended use of the plant.
- Considering transportation, servicing and recovery requirements associated with the plant.
- Considering operational, environmental and safety requirements.
- Consulting workers who will operate or maintain the plant.
- Identifying competency, training and licensing requirements.
- Considering whole-of-life operating and maintenance requirements.

2. Assess Plant Prior to Acquisition

Plant and equipment shall be assessed before purchase, hire or acquisition.

This shall include:

- Verifying compliance with relevant Australian Standards and legislative requirements.
- Reviewing supplier information and manufacturer specifications.
- Confirming guarding, emergency stops, warning devices and safety systems are fitted where required.
- Assessing potential health and safety risks associated with the plant.
- Completing a risk assessment where new or increased risks may be introduced.
- Consulting workers who will operate or maintain the plant during the assessment process.

3. Procure and Receive Plant

Plant and equipment shall be received and inspected prior to being placed into service.

This shall include:

- Verifying the plant matches procurement specifications.
- Obtaining manuals, operating instructions and supporting documentation.
- Confirming maintenance and inspection requirements.
- Verifying required safety features are present and functional.
- Recording plant details within relevant company registers where applicable.
- Recording serial numbers and asset information within the Tool Records Register where applicable.

4. Commission Plant for Use

Plant shall be commissioned before operational use.

This shall include:

- Conducting inspections prior to use.
- Implementing identified risk controls.
- Providing operator training and familiarisation where required.
- Confirming licensing and competency requirements have been met.
- Ensuring plant is safe and fit for intended use.
- Completing and retaining commissioning or acceptance records where required.

5. Review Plant Performance and Ongoing Compliance

Plant and equipment shall be monitored throughout its operational life.

This shall include:

- Completing inspections and maintenance activities.
- Reporting defects and unsafe conditions.
- Reviewing incidents, near misses and operational issues.
- Maintaining plant records and service documentation.
- Recording corrective actions where required.

Records

The following records may be retained where relevant to plant procurement and acquisition activities.

Record	Responsibility	Retention Location
Plant Risk Assessments	Operations Manager	Risk Assessment Records
Plant Procurement Records	Operations Manager	Procurement Records
Plant Manuals and Specifications	Operations Manager	Plant Maintenance Register
Plant Maintenance Records	Operations Manager	Plant Maintenance Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-PR-001 Risk Assessment Procedure
- OP-PR-017 Unsafe Plant Isolation Procedure
- HS-PR-002 Daily Plant Inspection Procedure
- Plant Maintenance Register
- Training & Competency Register
- Incident / NCR / Corrective Action Register
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.