Procedure

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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to maintaining a safe, organised and environmentally responsible workshop environment. This procedure establishes the requirements for conducting maintenance, repair and workshop activities at Delaney's Workshop to minimise risks to workers, contractors, visitors, plant, equipment and the environment.

This procedure supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld), Environmental Protection Act 1994 (Qld) and the Brendan McKenna Earthmoving Integrated Management System (IMS). It also supports the management of plant, equipment and heavy vehicle maintenance activities to assist compliance with applicable Heavy Vehicle Accreditation (HVA) requirements where relevant.

Effective maintenance management contributes to the ongoing safety, reliability and roadworthiness of plant and heavy vehicles throughout their operational life.

Scope

This procedure applies to all employees, contractors and visitors undertaking work activities within Delaney's Workshop, including plant maintenance, equipment repairs, welding, grinding, battery maintenance, tyre repairs, fuel and lubricant handling, parts storage, scheduled servicing, defect rectification, heavy vehicle maintenance activities undertaken as part of the company's maintenance management system and general workshop activities.

Responsibilities

Role	Responsibilities
Director	Ensure workshop facilities, equipment and resources are available and maintained in a safe condition.
Operations Manager	Coordinate workshop activities, maintenance scheduling, statutory inspections, heavy vehicle maintenance requirements, workshop inspections, defect rectification, maintenance records and corrective actions.
Health & Safety Representative (HSR)	Participate in worker consultation, assist with hazard identification and support continual improvement of workshop safety.
Supervisors	Monitor workshop activities, verify compliance with procedures and ensure hazards are addressed promptly.
Employees / Contractors	Follow workshop requirements, maintain housekeeping standards and report hazards, incidents and equipment defects.

Procedure

Brendan McKenna Earthmoving shall ensure all workshop activities are undertaken safely and in a manner that protects workers, plant, equipment, property and the environment. The following requirements shall be implemented when undertaking work within Delaney's Workshop.

1. Access and Preparation

Prior to commencing work, personnel shall ensure they are authorised, prepared and equipped to safely undertake the task.

This shall include:

- Completing a Personal Risk Assessment (Take 5) where required.
- Wearing appropriate personal protective equipment for the task being undertaken.
- Following workshop signage, instructions and designated work areas.
- Visitors shall be accompanied or authorised when entering operational workshop areas.
- Ensuring only authorised and competent personnel undertake maintenance and repair activities.
- Reporting hazards, unsafe conditions or damaged equipment before commencing work.

2. Plant Maintenance and Repairs

Plant, equipment, vehicle, battery and tyre maintenance activities shall be completed using safe systems of work and suitable equipment.

This shall include:

- Conducting plant pre-start inspections where applicable.
- Isolating plant and equipment prior to maintenance or repair activities.
- Using tools and equipment in accordance with manufacturer requirements.
- Ensuring maintenance activities are undertaken only by competent and authorised personnel.
- Reporting equipment defects promptly and ensuring repairs are completed in accordance with company maintenance procedures.
- Plant and equipment shall be adequately supported before work is undertaken beneath or around raised components.
- Recording completed maintenance activities within the Plant Maintenance Register and other applicable maintenance records.
- Recording identified defects, assigning corrective actions and ensuring defects are rectified before plant, or heavy vehicles are returned to service.
- Completing maintenance activities in accordance with manufacturer recommendations, legislative requirements and company maintenance schedules.
- Verifying all maintenance work has been completed satisfactorily and the plant or heavy vehicle is safe for return to service prior to release.

3. Hot Works and Hazardous Activities

Activities involving welding, grinding or other hot works shall be controlled to minimise risks to personnel, property and equipment.

This shall include:

- Following the Hot Works SWMS and relevant safety controls.
- Removing or protecting combustible materials where practicable.
- Ensuring suitable fire extinguishers are available and accessible.
- Maintaining adequate ventilation during welding, grinding and cutting activities.
- Monitoring the work area for fire hazards during and after completion of hot works.

4. Fuels, Oils and Environmental Controls

Workshop activities involving fuels, oils, lubricants, batteries and hazardous substances shall be managed to prevent environmental harm and contamination.

This shall include:

- Storing fuels, oils and chemicals in designated areas.
- Maintaining spill kits in a serviceable condition and responding immediately to spills in accordance with the Spill Response & Management Procedure.
- Preventing contaminants entering drains, waterways or surrounding land.
- Managing waste oils, filters, batteries and other waste materials in accordance with environmental requirements.
- Reporting environmental incidents, spills or leaks immediately.

5. Housekeeping and Emergency Preparedness

Workshop areas shall be maintained in a clean and orderly condition to reduce hazards and support emergency response activities.

This shall include:

- Keeping work areas free from unnecessary clutter and waste materials.
- Returning tools, equipment and parts to designated storage locations.
- Maintaining clear access to exits, fire extinguishers, first aid kits and emergency equipment.
- Reporting incidents, hazards and near misses in accordance with company procedures.
- Removing defective tools, electrical equipment or workshop infrastructure from service and reporting defects immediately.
- Maintaining workshop records and maintenance documentation in accordance with the IMS Document Control Procedure.

Records

The following records may be retained where relevant to workshop activities.

Record	Responsibility	Retention Location
Personal Risk Assessments (Take 5)	Employees and Contractors	Site Records
Plant Pre-start Inspection Records	Operators	Plant Records
Maintenance Schedules	Operations Manager	Plant Maintenance Register
Maintenance Service Records	Operations Manager	Plant Maintenance Register
Incident and Hazard Reports	Employees and Supervisors	Incident Records
Maintenance Inspection Records	Operations Manager	Plant Maintenance Register
Defect Reports	Operators / Supervisors	Plant Maintenance Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-PR-003 Personal Risk Assessment (Take 5) Procedure
- OP-PR-020 Working Alone Procedure
- OP-PR-017 Unsafe Plant Isolation Procedure
- OP-PR-018 Spill Response & Management Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- OP-PR-029 Procurement and Acquisition of Plant & Equipment Procedure
- HS-RA-001 Risk Assessment Register
- HS-SWMS-008 Hot Works
- HS-SWMS-006 Operating Mobile Plant
- Plant Maintenance Register
- Incident / NCR / Corrective Action Register
- MCK Group App
- MCK Group IMS Register Master
- Maintenance Management System
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Environmental Protection Act 1994 (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.