



## Equipment Standards Policy

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## 1. Introduction

The aim of the Policy is to set out specific minimum requirements to ensure health and safety risks associated with operations occurring on site at Kawana Waters Marina (KWM) are properly managed.

This Policy should be read in conjunction with the KWM Environmental Policy.

## 2. Description

A large variety of equipment is required to perform the many and varied tasks associated with marina maintenance & capital works undertaken at KWM. As such this policy cannot reasonably contain all specifications for all equipment. Hence, this policy contains general guidelines associated with the design, use, and maintenance of said equipment.

Of particular concern are:

- Electrical equipment
- Rotating equipment
- Pressure vessels
- Ladders and scaffolding
- Lifting equipment
- General equipment set-up, handling and storage
- Tag out and isolation of defective equipment

NB: any light vehicles or other road registered equipment must be suitably maintained, have current registration, and valid 3<sup>rd</sup> party insurance to enter the marina carparking areas.

### 3. Responsibilities and Accountabilities

KWM management, workers and tenants will ensure:

- Equipment brought onto site must be designed in accordance with the applicable AS/NZS safety standards.
- Equipment used on site must be appropriate for the task and used within its rated capabilities
- Equipment used on site must be maintained as per manufacturers recommendations
- Operators using the equipment must be trained and capable in its use
- Original Equipment Manufacturer (OEM) supplied Safety devices associated with the equipment must not be compromised (ie they need to be fully functional) and not bypassed.
- Prestart checks must occur prior to equipment use
- Tag out of service and quarantine of faulty equipment to ensure no inadvertent use.
- Ladders and all Lifting equipment are subject to Red, Green, Blue, Yellow (RGBY) quarterly test and tag inspections.
- Electrical equipment, Pressure vessels and associated safety valves are subject to regular inspection by a licenced inspector as per Australian law.

### 4. Electrical Equipment

There are a variety of single phase 240V, (10 & 15 Amp) General Power Outlets (GPO) and 3 phase 415V, power outlets around the yard and within tenant buildings.

All electrical outlets at the marina are protected via Residual Current Devices (RCD). However, due to the nature of works carried out in the boat yard, water is regularly used and can add additional risk for the use of electrical equipment.

As such:

- 12V/18V/24V Battery operated equipment is always preferred
- All electrical equipment connected to the KWM network must be designed and manufactured to AS/NZS standards and be in suitable overall condition with regards to wear and tear.
- Extension leads and power boards must not be piggy backed and must be off the ground to avoid submersion in water and protected from accidental cuts and abrasion

- Power leads and other electrical equipment must be inspected by a qualified and registered electrician and be tagged as inspected at least annually. Vessels utilising shore power provided by the Marina must connect using a 15 amp rated cable with IP66 screw in type plugs.
- Power leads and other electrical equipment must be inspected prior to use (prestart) and tagged out if found compromised in terms of safety.

## 5. Rotating Equipment

Rotating equipment must be designed and manufactured in accordance with AS/NZS standards. This includes the utilisation of guarding to mitigate entanglement hazards.

Missing or non-existent guarding of rotating equipment must result in the equipment being tagged out and not utilised until the guards are in place and functioning as designed – this is not just for grinders but any rotating equipment.

Grinder Disc too big

No guard in place

NB - Use of grinders on site limited to 5" discs or smaller

## 6. Pressure vessels

There are numerous pressure vessels used on site at KWM, operated by KWM, Tenants, Contractors and boat owners.

- Pressure vessels need to be designed and manufactured to AS/NZS standards.
- By law, Australia has a 2 year in service inspection requirement for the vessels themselves and a 1 year inspection requirement for their associated pressure relief safety valves. Inspection should be carried out by authorised inspectors.
- Pressure vessel equipment brought to site needs to have a legible design plate indicating the class and design specifications for the vessel as well as Tag's/marks from most recent inspections need to be evident.

## 7. Ladders and Scaffolding

Working at Heights (WAH) is a high risk activity and an everyday occurrence within the marina. As such WAH equipment has its own dedicated policy. Please refer to this policy for the required equipment standards

## 8. Lifting Equipment

- All lifting equipment needs to be designed and manufactured to AS/NZS standards
- All lifting equipment must have safe work load marked
- All fliting equipment must have an RGBY quarterly inspection tag
- All lifting equipment must be field inspected before and after use to pick up any damage and avoid potential catastrophic failure.

## 9. General Equipment set up, handling and storage

There is a regular flow of traffic (vehicular, pedestrian, and marine vessels) on a daily basis within the marina. This movement needs to be front of mind when setting up your equipment. The aim is to not cause nuisance to others and maintain a safe work area.

- No dust generation – vacuum assist or wet work
- Lines and leads – off the ground to avoid damage, trip hazards and improve electrical safety.
- Clean as you go – regular housekeeping minimizes the chances of trip / slip / fall hazards
- Use the bins provided and separate general from cardboard waste.
- Observe proper manual handling techniques when moving equipment – bend your knees and only lift what you can comfortably handle.
- At the end of the day isolate supply lines, de-energise and then tidy up your lines.
- If an environmental spill occurs, notify KWM management immediately and utilize the spill kits available.
- Do not dump hydrocarbons in the bin – KWM has a purpose built hydrocarbon disposal facility.

## 10. Tag out

- Defective equipment must be identified – do a prestart inspection
- Defective equipment must be isolated – attach an out of service tag with details filled out to identify the person tagging the equipment out and the reason for tag out.
- Defective equipment must not be used until repaired – never remove an out of service tag unless you are the authorized service person. Never use a piece of equipment with an out of service tag attached.

## 11. Equipment Supply, Training & Monitoring

- KWM employee equipment requirements will be managed and supplied by KWM management.
- Tenants, Boat Owners / Authorised Representatives and Contractors are all responsible for managing and supplying their own individual/employee's or agent's equipment requirements.