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# SCOPE

1. This procedure applies to all sections and parts of the company no matter which project/ site/ development it is currently working on/ at.

# PURPOSE

1. The purpose of this procedure is to define and monitor the health and safety controls associated with Vehicles, Plant and Equipment.

# DEFINITIONS

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| **Mobile Plant** | Plant with tracks or wheels,includingRide-on equipment, Mobile Remote-controlled equipment, Work vehicles such as vans and pickups, Cranes, boat, barge, |
| **Static Plant and Equipment** | Plant which does not move its location during use such as tower cranes, crushers, generators, compressors, pumps, screed pumps, mixers, silos, batching plant, extraction equipment, grit blasting pots, wheel washers, screens, heaters, blowers |
| **Piling Rigs** | Mini Piling Rig, Driven Piling Rig, CFA Piling Rig, LDP Piling Rig, Vibro Piling Rig, Dynamic Compaction Piling Rig |
| **Tools and Equipment** | Hand tools, such as hammers and screwdrivers, Powered tools, including electric (such as hand drills and circular saws),pneumatic, hydraulic, cartridge or compressed air, Stationary Remote controlled equipment |
| **Young Person** | Any person who has not attained the age of 18 |

# COMPETENCIES

1. Supervisor - An Individual appointed to supervise and co-ordinate vehicles, plant and equipment and ensure statutory inspections are carried out. They should be sufficiently experienced in the relevant techniques used and hold, as a minimum, a current CITB SSSTS certificate and a CSCS/CPCS card commensurate with the role.
2. Supervisors must only authorise competent plant operators who are in possession of Construction Plant Competence Scheme Card (CPCS)/IPAF/ALLMI/ NPORS specific to the item of plant.
3. Supervisors must only authorise reliable and responsible individuals known to and selected by management to conduct specific tasks and hold a CSCS/IRATA/LANTRA card commensurate with the role to use tools and equipment.

# PROHIBITIONS

1. Fuelling of plant by means of transferring fuel from one vehicle to another is prohibited.
2. Storage of fuel in plastic containers is prohibited.
3. The carrying of spare buckets suspended from the teeth of an attached bucket is prohibited.

# REQUIREMENTS

## General

1. Manager/ Supervisor must assess the risks associated with the use of vehicles, plant and equipment and ensure a safe system of work is developed.
2. Every area where there is the potential for interfaces between people and plant must develop a Plant and Vehicle and Pedestrian Management Plan (PVMP).
3. Unless the manufacturer’s instructions state otherwise, all electrical and mechanical plant and equipment must be switched off or isolated before adjustments are made and before any accessories are connected or disconnected.
4. Ensure selection of plant is suitable for the works that is about to be undertaken. Forward planning is key to this.
5. When selecting plant ensure that there is adequate protection for the operator in the event of an accident or incident. This may include roll over protection, pedestrian sensors for the operator, enclosed cabs on certain types of plant and suitable seat belts.
6. The plant must be safe and have adequate safety protection for the operator, but also have adequate safety devices for operatives/ public such as flashing beacons and reversing sirens.5

## Training and Authorised Use

1. All vehicles, plant and equipment must be under the control of, and operated by, competent operators.
2. A Manager/ Supervisor must ensure that inexperienced operatives have direct supervision..
3. Young Persons are prohibited from using all vehicles, plant and equipment with the exception of non-powered hand tools, which may be used under direct supervision.
4. Plant operators must ensure that their equipment cannot be operated by unauthorised persons at any time.

## Vehicles, Plant or Equipment Used in Lifting Operations

1. Any operation involving vehicles, plant or equipment used in lifting, must comply with the LOLER 1998 regs – all lifts must be planned and carried out by trained and competent persons.

## Vehicular Movement on Public Highways

1. Any plant that is to be used on the public highway (including the towing of trailers) must be covered by a safe system of work, risk assessment and comply with statutory highway **PC** regulations.
2. Operators must possess a valid driving licence for the category of plant or vehicle and
3. endorsement for towing if applicable.
4. ll plant that is used on the public highway must have an Authorisation to Take Plant onto the Public Highway and must be correctly prepared for travelling on the highway in accordance with the manufacturers instructions.
5. Where plant is required to be escorted, the escort vehicle must be fitted with lighting and signage in accordance with Chapter 8.
6. Routes must be planned in advance to ensure that any height, load and width restrictions
7. have been identified.

## Parking Arrangements

1. Construction vehicles (mobile plant, trailers, etc.) must be parked and immobilised in designated areas on site at a safe distance from the site security fence and permanent and temporary buildings. Pressure must be released from hydraulics, parking brakes engaged and other methods used to prevent movement.

## Communication

1. Mobile phones or personal media devices must not be used by plant and equipment operators, plant and vehicle marshals or other duty holders whilst they are in the process of conducting their duties.
2. If communication between the plant operator and appropriate duty holder is essential then the Manager/ Supervisor must establish a safe means of communication, for example, recognised pre-arranged hand signals, visual indicators, duplex communication systems or approved radio device and which are understood by those associated with the activity.

## Loading/Unloading

1. Clear requirements and instructions must be communicated to suppliers in advance of all deliveries and collections.
2. All deliveries must have a safe system of work for unloading and subsequent loading and any necessary on-site assembly, including attachments and accessories.

## Documentation and Certification

1. Prior to the first use of any hired or managed plant/work equipment a Pre-Start Checklist must be completed. Note: this does not include delivery vehicles.
2. The Manager/ Supervisor must ensure that all relevant statutory inspections are carried out with records maintained for owned, hired and supply chain/subcontract vehicles, plant and equipment. **RM**

## Storage

1. The Manager/ Supervisor must ensure that suitable storage arrangements are in place for vehicles, plant and equipment and that security of said piece of equipment is thought of.

## Refuelling

1. Flame retardant clothing must be worn when re-fuelling plant or decanting fuel.
2. Portable fuel containers:

* Must be a UN approved type, the contents clearly labelled and regularly inspected for signs of damage.
* Must be protected from sources of heat and stored out of direct sunlight.
* Must be opened slowly to release any pressure that may have built up inside the container.
* Must be opened or decanted at least 10 m from a heat source.
* Must only be used with an approved pouring spout.

1. Refuelling must take place away from potential sources of ignition with the engine switched off and when the equipment has cooled down.
2. When re-fuelling or decanting fuel a safe distance of 3m from other workers must be maintained.
3. Refuelling vehicles and mobile plant must only take place at designated refuelling points utilising fixed installations or proprietary fuel bowsers, with no pedestrians in the vicinity whilst the vehicles are being positioned in preparation for fuelling.
4. Where multiple refuelling locations are required, these must be specifically designated and segregated from normal site operations. Where this is not possible due to space restrictions, a mobile refuelling area must be designated using appropriate signs and barriers
5. Drip trays must be used when refuelling.

## Maintenance

1. Planned preventative maintenance and inspection must follow manufacturer’s instructions. The Manager/ Supervisor must ensure vehicles, plant and equipment are subject to planned inspection and maintenance by a competent person and that records are maintained.
2. All work equipment operators must report defects immediately to their supervisor who will determine whether to quarantine the item of work equipment until the defect is rectified. **TF**
3. A Daily/Weekly Checklist must be used to record the inspection, any defects and corrective actions taken.
4. All quarantined plant must be identified as “out of use”.

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