

PROCEDURE

Title: **Competent to Operate Specified Equipment**

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1.0 PURPOSE

To provide a system to ensure personnel operating fixed workshop equipment, specified plant, mobile equipment and portable power tools are competent to operate the equipment.

To provide a system to ensure personnel have the requisite skills for utilising specific tools, plant or equipment.

To provide a system to ensure all new workshop equipment, specified plant, mobile equipment and portable power tools introduced to site have a formal risk assessment completed, WI / PPM & CTO developed.

2.0 SCOPE

This procedure shall apply to all QAL employees operating fixed workshop equipment, specified plant, mobile equipment and portable power tools on site.

The procedure also applies to Contractor employees using QAL owned fixed workshop equipment, mobile equipment and portable power tools on site.

Contracting companies are required to develop an equivalent system to ensure their employees utilising the Contractor's fixed workshop equipment, mobile equipment and portable power tools on site meet their Work Health & Safety obligation and are competent to operate the equipment. A CTO issued by Coates Hire is the equivalent of a QAL CTO.

The procedure also applies to the loan of relevant portable tools and equipment to QAL employees as per Procedure P403.036 – Loan of Portable Power Tools and Equipment.

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Equipment specified in this procedure shall not be operated unless the person holds a valid competency to operate qualification (CTO). ***A person may operate specified equipment without a valid CTO only in a formal training capacity working on a logbook under direct supervision of a competent operator with a valid CTO.***

Holders of certificates in a prescribed occupation as defined in the Work Health & Safety Regulations must have a CTO for the equipment.

3.0 RESPONSIBILITIES

QAL Superintendent or Contractor Management

- Accountable for ensuring the CTO Procedure is adhered to.

QAL Safety Advisor

- Participate in formal risk assessments.

Supervision

- Nominate an assessor/s, depending on areas of expertise, who will assess selected members of their workgroup.
- Book nominated assessor/s into PG83 – Assessor Training.
- Nominate people to undertake CTO assessments.
- Accountable for ensuring the CTO Procedure is adhered to.
- Accountable for checking SAP training record as proof of competency.

CTO Coordinator

- Provide advice on the CTO procedure and process
- Check and enter new CTO assessments into DMS via the **Quality Assurance** Officer
- Liaise with relevant people to determine CTO categories and equipment
- Deliver PG83 – CTO Assessor Training
- Assess trainees to be CTO Assessors

CTO Assessor

- Attend internal assessors course PG83 – CTO Assessor Training.
- Conduct CTO assessments.
- Forward completed paperwork to section Field Training Officer.
- Review CTO assessment, make any amendments and forward to CTO Coordinator.

Field Training Officer

- Input CTO qualification into SAP for each competent individual.
- Check that any WH&S certificates of competency **or Recognised Statement of Attainments** related to the CTO are on the individual's SAP qualification profile.
- Initiate development of a CTO for a new piece of equipment.
- Review CTO assessments as part of the document review process.

Equipment Operator

- Ensure they have a CTO for that equipment and the CTO is valid.
- Ensure equipment is in a safe operating condition

Contractor Management

- Implement a CTO Procedure that complies with QAL requirements.
- Ensure the CTO Procedure is adhered to.
- Contractor companies will maintain their training records to comply with P703.018 – Training, section 6.4.4 Contractor Training Records.

4.0 REFERENCES

P003.004 Risk Evaluator

P314.701 Operation of Mobile Equipment

P403.036 Loan of Portable Power Tools and Equipment
 P703.018 Training
 PG83 Assessor Training
 Work Health and Safety Act
 Work Health and Safety Regulation
 Code of Practice – Plant

5.0 DEFINITIONS

Supervision

Supervision is a generic term used to describe people who control work processes. This term covers titles such as, Team Leader, In Charge Person, Red Tagger, Leading Hand, Supervisor, Acting Supervisor, Foreman, Coordinator, Responsible Person or Mentor.

Competent to Operate

A system designed to assess a person's competency to:

- Operate a specific piece of equipment including, but not limited to, fixed workshop equipment, specified plant, mobile equipment and at risk portable power tools.
- Demonstrate a skill in utilising specified tools and/or equipment to perform a task.
- Conduct dogging work

Fixed Workshop Equipment

Any fixed workshop equipment that is hard wired i.e. does not plug into a socket.

Mobile Equipment

Any mechanically or electrically driven machine capable of moving under its own power and requires a driver/operator.

Mobile equipment is under the control of an operator and includes a trailer attached to the equipment and heavy machinery equipment. Examples include but are not limited to:

- Regardless of engine capacity, all hoists, mobile truck mounted concrete placing booms, load shifting equipment, dozers, excavators, forklifts, front-end loaders, backhoes, graders, order picking forklift trucks, boats, road rollers, skid steer loaders, and scrapers.
- Tractors, road sweepers etc.
- Remotely controlled mobile equipment.
- It includes any form of transport that moves on wheels and a hovercraft; but not a train or tram.

Specified Plant or Equipment

Bauxite unloaders, alumina loader and marine unloading arm

Portable Power Tools include electric, hydraulic, pneumatic and battery operated tools.

CTO Assessor

A person nominated by supervision to be the subject matter expert on the operation of that particular piece of equipment who has completed the Assessors course PG83 and holds a CTO for that equipment themselves.

6.0 ACTIONS

6.1 New plant or equipment to site

All new workshop equipment, specified plant, mobile equipment and portable power tools shall have a formal risk assessment completed, Work instruction or PPM approved, and CTO developed prior to plant or equipment be operated. The process is to involve supplier of plant / Equipment, a Safety Adviser, person who initiated request for new plant or equipment, Field Training officer and CTO Coordinator.

6.2 CTO Risk Assessment

Field Training Officers are responsible for initiating the development of a CTO for any new piece of equipment that would qualify under this procedure. A QAL Safety Advisor is to be involved in the risk assessment process.

New CTO requirements may also be identified as a result of an incident.

6.3 Document Management System

CTO assessment documentation is available in the SAP/Document Management System (document type "CTO"), or on Portal Forms/Competency To Operate.

6.4 How to obtain a CTO

If a person without a valid CTO is required to operate equipment requiring a CTO then:

- Supervision will ensure the person is adequately trained ***before operating the equipment;***
 - ***For any equipment classed as 'High Risk', 'adequately trained' refers to the person holding a valid High Risk work licence for the equipment category in question***
 - ***For all machinery which prior to legislative changes was classed as High Risk and required a OHS Certification Card, 'adequately trained' refers to either 'holding an OHS Certification Card' or 'a Statement of Attainment from a nationally recognised organisation for the equipment category in question.***
- Supervision will then organise an assessment with the relevant CTO Assessor;
- The CTO Assessor will sight the relevant licence/***Statement of Attainment***/qualification, record the details on the CTO assessment sheet and attach a photocopy of the licence/qualification;
- The CTO Assessor will then assess the employee for competency as per the Assessment sheet.
- On passing the test, the CTO Assessor will complete the Assessment sheet and forward to the section Field Training Officer for filing;
- The Field Training Officer will record the CTO qualification in SAP (and other licence/qualification details) and file the hard copy in the person's file.

6.5 CTO Assessment Template

A CTO template is available on Portal Forms / Commercial/ Training/ TR-011 Competency to Operate.

Assessments will be based on relevant PPM's or manufacturer's instructions etc. Any amendments to the assessment form by a CTO Assessor shall be forwarded to the CTO Coordinator/s. CTO assessments will be reviewed in conjunction with relevant PPM document reviews.

6.6 Proof of CTO

Supervision is required to check on Portal (refer section 6.8) to ensure individuals have the appropriate CTO before allowing them to operate equipment or perform tasks covered by this procedure.

On site equipment hire companies must also ensure individuals have the appropriate CTO before allowing them to operate equipment.

6.7 Validity of CTO

All CTOs expire five (5) years from date of issue, with the exception of all mobile equipment CTOs including cranes, which will expire three (3) years from date of issue. Prior to or after expiry, another CTO assessment for that equipment must be undertaken.

6.8 Training

All new QAL and Contractor employees shall be made familiar with the requirements of this procedure at Induction.

A CTO Assessor must complete the Assessors Course PG83 before issuing CTOs, and hold a valid CTO for the specified equipment to be assessed on.

In circumstances where both of these qualifications are not held together it is possible to use a Subject Matter Expert (SME) who holds the CTO for technical competency and a CTO assessor for assessment quality. In this case dual signatures are required on the CTO.

6.9 Records

CTO assessment sheets are stored in the SAP Document Management System under document type CTO.

CTO records are stored in SAP against the individual's training records by the Field Training Officer or Supervision. Hard copies of the assessment will be kept on the individual's personal file.

Contractors will maintain their CTO qualifications in accordance with P703.018 Training, section 6.4.4 Contractor Training Records.

7.0 ATTACHMENTS

Nil

8.0 REVISION HISTORY

Issue	Revision	Revision date	Change Reason
02	10	03/03/2016	Changed to clarify ticket/license requirements for mobile equipment.