

Mobile Plant & Machinery Procedure

WNH Q20 - Revision 2.0

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Revision History

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1	Initial release	07/2024	Alistair Mason	Chris Sims	Jie Yao
2	General review and update	10/2025	Alistair Mason	Robert Barbour	Robert Barbour (GM Delegate)

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1.0 This Document

1.1 Purpose

The purpose of this procedure is to outline the expectations of Woolnorth Renewables (WNR) in regard to any work activities involving the operation of mobile plant, machinery and vehicles As Far As Reasonably Practicable (AFARP). Correct use of the procedure will ensure that adequate controls are in place to limit the risks of impact or injury associated with activities involving such equipment.

1.2 Scope

This procedure applies to all work within WNR worksites and shall be implemented by all personnel engaged by WNR for any activities involving transporting loads or any large and drivable plant e.g. cranes, Franna crane, fork lifts, elevated work platforms, tractors, excavators and light vehicles.

2.0 Mobile Plant and Machinery

2.1 General

All mobile plant, machinery and vehicles shall comply with the National Standard for Plant and the Certification Standard for Users and Operators of Industrial Equipment. These form the basis for technical and operations business standards for operating plant, including mobile plant.

On Woolnorth Renewables job sites plant operators shall:

- Have the appropriate licenses, competency and have received instruction and verification of competency from a WNR member of staff on the range of operations of unfamiliar plant,
- Complete the documented (electronic or physical book) pre-operational checks including confirming that the warning and emergency devices are operational, if an electronic or physical pre-start book is not available then the plant shall not be used.
- For mobile plant exposed to wildlife and the elements when unattended extra inspection tasks shall be documented, including inspection of voids and hatched that may be harboring vermin or mechanical and mechanical components subject to corrosion.
- Record and notify relevant personnel of any faults or required corrective maintenance that may have been identified,
- Where available, review documented service history prior to operation to confirm it is in serviceable condition,
- Where a concern or fault is considered to contribute to a work health and safety risk, either place a 'Hazardous or Unusual Condition' tag describing the conditions to be aware of for future operators of the machine, or a 'Danger Do Not Operate' tag and immediately remove the plant from service. Either tag should be placed at the operating point of the machine, such as the steering wheel or control board. In the case of the 'Danger Do Not Operate' tag, all key sets will be tagged in the same manner and returned to the site supervisor or relevant WNR project manager until the concern is rectified, and the tags can be removed.
- Use personal protective equipment as outlined by the manufacturer's recommendations or risk assessment,
- Travel and operation shall be restricted to roads and hard stands unless extra control measures are approved and implemented,
- Operators must observe potential risks associated with soft spots and pavement deflection. Keep a safe distance from changes in slope, debris, buildings, overhead power lines and other obstacles,
- Mobile plant should be positioned so that clearance between the load and other plant, structures and workers minimise the risk of collision. A safety observer (also known as a 'spotter') shall be used where a collision between plant or structures may occur.
- When operating in the vicinity of exposed live electrical conductors the operator must hold up to date restricted area training and the chassis of the mobile plant shall, where possible, be earthed and bonded.
- When operating mobile plant within proximity of exposed electrical parts (LV and HV), a competent safety observer (Spotter) must be appointed to provide guidance to ensure electrical safe approach distances are maintained and to assist in any planned rescue events.
- Operate the plant and set up the work area to manage risk to personnel, equipment, or the environment to an acceptable level, and,
- Use the mobile plant, machinery and equipment as specified, within its operational limits and in suitable site conditions (specified in operation manual, JHA or SWMS for Moderate to High-Risk work).

WNR staff and contractors shall:

- Never enter exclusion zones established for operating mobile plant, without positive communication with the plant operator,
- If required to approach or pass mobile plant, stop, establish positive contact with the plant operator and proceed once the operator indicates it is safe to do so.

2.2 Transporting Loads

When transporting a load, an operator or delegate shall check to ensure the load is positioned and secured appropriately prior to transporting. The vehicle and securing devices shall be suitable for the purpose.

Consider:

- Load size, shape and weight,
- The carrying capacity of the vehicle/trailer (rated capacity of the towbar and tow coupling),
- Vehicle license class and competency of driver,
- How to lift loads on and off the vehicle,
- Towing requirements,
- Dangerous goods transport requirements,
- Ensure loads are adequately positioned, secured, protected and, where required, labelled,
- People securing loads shall be competent, having undertaken relevant training or having appropriate experience,
- Tie/ratchet loads down and cover with a tarpaulin/net wherever practicable,
- A load on a heavy vehicle must be restrained by a load restraint system (refer to the National Transport Commission Australia – Load Restraint Guide 2018),
- Rear overhang for a motor vehicle must not exceed the lesser of 60% of the vehicle's wheelbase or 3.7 metres (see Information Bulletin - Carrying Loads, State Growth, Tasmania, 2018 for side, forward and trailer overhang limits),
- Loads projecting over 1.2 metres behind the vehicle require a warning flag or a red light at night,
- Carrying loads on vehicle roofs or trailer hurdles should not exceed rated capacity, be well secured, within vehicle overhang limits and a warning flag attached if there is any rear overhang,
- The maximum height of a vehicle including any load placed on it (measured from the ground) must not exceed 4.3m,
- Cargo barriers should be fitted to passenger vehicles to protect passengers from injuries caused by loose cargo, and,
- Check your load before moving off and, during the trip, every time you remove or add an item and after any abrupt maneuver or emergency braking.

For more information, obtain a copy of the Tasmanian Heavy Vehicle Driver's Handbook or the Information Bulletin - Carrying Loads from the Department of State Growth (Transport).

2.3 Mobile Cranes

A person who operates a mobile crane (other than non-slewing mobile cranes with a capacity of less than 3 tonnes) must hold the relevant high risk work licence to operate the crane.

Mobile crane operators and the work party shall adhere to the following practices,

- Any personnel that sling a load, including selecting and inspecting the lifting gear, and/or directs the crane operator in the movement of a load when it is out of the crane operator's view must hold a dogging or rigging licence.
- Cranes shall be operated within their specified limits and within controlled work areas.
- Lift plan/study document shall be completed by the operator and signed by the person in charge (PIC) before commencing major component changes or similar.
- Suspended loads shall never be lifted over personnel, and nor should workers walk under suspended loads. If practical, a delineated Drop Zone (Exclusion Zone) shall be established and enforced during all lifting operations.
- As far as reasonably practicable, no person or crane on a WNR site shall come within an unsafe distance of an overhead or underground electric line. If this is not reasonably practicable then a risk assessment must be used to implement control measures to manage the risks. A safety observer should be used when the crane, its load, or anyone working from the plant are in motion and likely to enter a restricted work zone established around electric lines.
- In the absence of specific information from the crane manufacturer or agent, an operator shall not operate a crane in wind speeds over 10 metres/second.
- Pick and carry activities are only to be carried out with cranes designed for this purpose (such as Franna cranes) and in accordance with the manufacturer's instructions. Operational risks such as ground conditions, intended travel pathway, and wind speeds also need to be considered.
- Unless otherwise specified by the manufacturer, cranes designed to remain in one location during the lift, for example vehicle loading cranes, are not to be used in a pick and carry mode. When plant, for example earthmoving equipment or telescopic handlers are used for pick and carry activities, the manufacturer's instructions or those of a competent person must be followed.

Where cranes are being moved around a site the following is mandatory:

- Chains/slides shall be removed or secured to the crane body,
- Hook blocks shall be secured to prevent swinging and damage to boom sections,
- Where it is impractical to secure hook blocks, e.g. frannas, the hook blocks may be held fast against the boom head, and,
- Doggers and riggers shall guide the crane during load movements on site. Tag lines shall be used on loads when in 'pick and carry' operation. Under no circumstances shall a rigger or dogger remain in the crane cab or on the crane when walking loads.

The free falling of loads is prohibited on site. All loads are to be lowered by means of power lowering or positively engaged drive-down system.

2.4 Elevated Work Platforms (EWP)

Use of any form of elevated work platform (e.g. boom lifts, scissor lifts, suspended man-buckets) shall adhere to the following practices:

- All EWP work being completed is considered high risk, a Safe Work Method Statement (or equivalent) must be prepared prior to work commencing,
- All personnel wear fall arrest or fall prevention equipment where appropriate, and be trained and instructed in the safe use of the equipment and emergency rescue procedures,
- No more than two persons shall occupy the working platform at one time (unless approved in the manufacturer's specifications) and must remain inside the work platform when elevated,
- To operate an EWP with a boom length <11m, the operator must hold a competency such as a yellow card, High-Risk work licence or be able to demonstrate competency through other means that satisfy the site supervisor or project manager.
- To operate an EWP with a boom length >11m, the operator must hold the appropriate High-Risk Work License and have been deemed competent and their competency verified for the specific EWP being used. A rescue kit must be in or attached to the basket.
- When operating an EWP with a boom length >11m, the **WNR – EWP Over 11 Metres Rescue Plan**, company equivalent (e.g. Vestas) or task specific rescue plan should be used in conjunction with a JHA or SWMS,
- Outriggers or stabilizers (if equipped) must be extended and set to the manufacturer's specifications prior to raising the working platform. Where necessary, suitably prepared packing (e.g. outrigger mats) must be placed under the outrigger or stabilizer footplates to ensure that the load is distributed over an adequate area.
- The working platform of the EWP must remain clean and free of unnecessary debris, trash, or materials. Bolts, fittings, and other small items must not be placed on the control panel or left lying loosely on the floor,
- The safe working load of the work platform must not be exceeded,
- Never operate on degrees of slope outside the manufacturer's guidelines,
- EWP operators must take precautions to prevent tools or equipment from falling out of the working platform, consider setting up an exclusion zone,
- EWPs must not be operated in wind conditions that exceed the manufacturer's specifications or when wind speeds exceed 12.5m/s,
- During travel, particularly on roads and hard stands operators must observe potential risks associated with soft spots and pavement deflection. Keep a safe distance from changes in slope, debris, buildings, overhead power lines and other obstacles.
- EWPs are only to be used as a working platform and not as a means of entering and exiting a work area except under the following circumstances,
 - a SWMS must be developed and available that describes the minimum requirements for EWP access/egress safely from higher than ground level, and
 - the SWMS must be signed off by the relevant line or site supervisor.

2.5 Forklifts

All forklift drivers/operators shall be competent for the task and possess a current High Risk Work License for forklift trucks. This includes pedestrian walk behind forklifts or pallet trucks.

When operating a forklift an operator shall follow the instructions and operating rules stipulated in their training and the operating manual specific to the forklift they are operating. Some general considerations are,

- The competent operator should conduct a prestart check as per the pre-start checklist for the forklift being used,
- Always use the forklift seatbelt,
- Travel with the forks approximately 150 mm (6 inches) from the ground so they clear any uneven surfaces,
- Review the planned route to confirm clearance and headroom for operation and travel,
- Travel in reverse or ask another worker to act as a guide when carrying a load that obstructs a clear view,
- Operators shall not carry passengers unless specifically designed for that purpose,
- Sound the horn when turning a blind corner,
- Confirm the forklift and any associated attachments and load weights do not exceed floor limits,
- Operate within its limits of travel (e.g. not turned while on a ramp or incline),
- Never obstruct fire protection equipment, emergency exits, or park in a manner that would obstruct a person from exiting the area,
- When a forklift is being used to load/unload a truck, trailer or vehicle, the driver of the vehicle shall be instructed to stand clear in a designated safe area visible to the forklift operator until loading/unloading operations are complete and the forklift is parked. Alternately, if located at a site control building the driver may be instructed to go to the lunchroom until loading/unloading operations are complete, and
- Erect portable 'Forklift Operating Area' sign when operating in high pedestrian traffic area, particularly during loading/unloading operations.

At MRWF control building ensure forklift warning light system is operating and *DANGER DO NOT ENTER* tape and bollards are in place during loading/unloading operations.

2.6 Telehandlers

Operators of a telehandler must hold an appropriate class of license for the work performed and the attachments used in addition to the training requirements listed in the table below.

Attachment fitted	Licence class
When telehandler is non-slewing and fitted with a jib or used as a crane with a rated capacity of 3 tonnes or less	No licence is required by legislation
When telehandler is non-slewing and fitted with a jib or used as a crane with a rated capacity greater than 3 tonnes	Operators must hold a non-slewing mobile crane licence (CN)
When slewing and fitted with a jib or used as a crane of any description	Operators must hold a slewing mobile crane licence appropriate for the rated capacity (for example a C2 licence allows for a rated capacity up to 20 t)
When machine is fitted with forks and similar attachments	No licence is required by legislation
When machine is fitted with a loader bucket	No licence is specified by legislation
When machine is fitted with boom-type elevating work platform greater than 11 metres	Operators must hold a boom-type elevating work platform licence (code WP)

When a licence is not required, operators must have received adequate information, training, instruction and supervision to ensure they are competent, and the equipment is used appropriately. Operators of a telehandler must take reasonable care for their own health and safety and of other WNR staff and contractors.

When operating a telehandler an operator shall follow the instructions and operating rules stipulated in their training and the operating manual specific to the telehandler they are operating. Some general safety considerations are,

- Travel with the boom lowered to make sure that the centre of gravity of the machine and the load is as low as possible to maximise stability,
- Consider the route to be taken and/or operating area, avoid overhead powerlines, very steep slopes or gradients and slippery or loose surfaces,
- Adopt the correct driving direction and travelling position for negotiating a slope or gradient, e.g. when a load is carried the load should face uphill and when no load is carried the fork arms should face downhill,
- Avoid turning on or traversing a slope or gradient and always descend straight down the gentlest gradient of a slope, instead of driving diagonally across it,
- Avoid stacking/de-stacking a load on a slope or gradient,
- Use the boom safety prop supplied by the manufacturer if any work must be carried out under a raised boom,
- The operator should always look around and check for the presence of by-standers before moving off and while manoeuvring and travelling. Where practicable use barriers and exclusion zones to keep people and vehicles clear of the Telehandler.
- Ensure that boom lockouts are used when shifting loads,

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- When lifting a suspended load by hook or jib, move the boom slowly to avoid swinging the load. If it starts swinging, then reduce boom movement until it stops. Never use chains or slings slung over the forks or boom carriage.
 - Only use a work platform that is directly fixed to the Telehandler, not on forks, and has been approved by the Telehandler manufacturer,
 - Don't deploy or reset the outriggers while the boom is elevated with a load as this can cause major instability.

3.0 Definitions

EWP – Elevated Work Platform

WNR – Woolnorth Renewables, Woolnorth Wind Farm Holding Pty Ltd

SWMS – Safe Work Method Statement

JHA – Job Hazard Analysis

AFARP – As Far As Reasonably Practicable

OPD – Operator Protection Device

4.0 Accountabilities

General

Officers of WNR shall ensure that, As Far As Reasonably Practicable (AFARP), hazards are identified and where they cannot be eliminated, will be controlled. This shall include documenting hazards, processes to identify hazards relevant to WNR business and tasks it undertakes and lastly communicating hazards to the workers of WNR.

All workers of WNR shall ensure that:

- they understand the requirements of this Procedure.
- ensure their activities are in compliance with this Procedure.
- can access this Procedure.
- support the implementation of this Procedure by providing feedback to peers and supervisors where improvements to task compliance or risk management can be made.

The HSE Manager for WNR is to ensure AFARP that this meets National and State legislative requirements and Standards and that this document is maintained as a part of the businesses HSE management system.

5.0 References

National Standard for Plant (Safe Work Australia, 1994)

Certification Standard for Users and Operators of Industrial Equipment (Safe Work Australia, 1994)

Tasmanian Heavy Vehicle Driver's Handbook (Department of State Growth, 2016)

Tasmanian Road Rules Handbook (Department of State Growth, 2022)

Information Bulletin - Carrying Loads (State Growth, Tasmania, 2018)

Code of Practice – Managing the risk of plant in the workplace (Safe Work Australia, 2021)

Code of Practice – Guide to managing the risk of elevating work platforms (Safe Work Australia, 2021)

Load Restraint Guide 2018 - National Transport Commission Australia

High Risk Work Licensing For Dogging Information Sheet – (Safe Work Australia 2015)

WNH Q18 Working In Hazardous Environments Procedure

WNH Q26 Working at Heights Procedure

WNH Q29 Incident Response, Management & Investigation Procedure.

WNH Q61 High Voltage Isolation and Access Procedure