



Ideagen  Plant Assessor

Mastering machinery safety and compliance

A guide for Local Government

Ensuring the safety of your council's fleet of machinery is vitally important for a number of reasons including:

- Improving public safety
- Managing your council's reputation
- Meeting compliance requirements and obligations
- Preserving the life of your council's assets

However, it can be difficult to maintain machinery safety and compliance while juggling other challenges commonly faced in the local government sector.

This guide will provide you with guidance on your council's regulatory requirements when it comes to machinery safety and compliance, as well as list actionable steps you can take to effectively manage them.



Common challenges

We know challenges unique to the local government sector can impact the efficacy of machinery compliance and safety processes. Some of these common challenges include:

- ✘ Limited resources for safety management
- ✘ Unclear responsibilities and ownership of work
- ✘ Inconsistencies across departments resulting in a lack of one source of truth
- ✘ Misinterpretations of obligations
- ✘ Disorganised document management resulting in poor access to information

Regulatory requirements

For more information on the safety requirements that apply in your council's jurisdiction, take a look at our guide **Safety legislation and obligations for machinery owners and suppliers**.



Persons conducting a business or undertaking (PCBUs) have a primary duty of care to ensure the provision of safe plant and structures, safe systems of work, information, training and supervision.

This is dictated by the raft of regulatory requirements in Australia including:

- Legislation (federal and state)
- Regulations (state-based)
- Australian Standards (nation-wide)
- Codes of practice (state-based)
- Industry best practice

Effective compliance management strategies

There are **six simple strategies** your Council can easily implement to improve your machinery compliance management.

01 Regular audits and inspections

Conduct regular audits and inspections of fleet operations to identify potential compliance gaps and risks. These assessments should cover:

- Vehicle maintenance
- Driver training
- Environmental regulations
- Workplace safety standards

It's also important to have clear responsibilities and ownership of work when auditing and inspecting fleet operations. An experienced worker should complete the inspection process, while rectification orders should be assigned to specific workers for timely completion.

02 Utilise technology

Investing in compliance management software and technological solutions can help to streamline data collection, analysis and reporting processes. This could include fleet management software with built-in compliance modules, and digital assessment tools. See the following page for more information on technological solutions to consider implementing at your council.

03 Training and education

Provide comprehensive training and education programs for fleet personnel to ensure they fully understand their roles and responsibilities in maintaining machinery compliance. This training should cover:

- Relevant compliance requirements
- Safety protocols
- Best practices
- Safe operating procedures (SOPs)

Training and education should be ongoing throughout the worker's employment to ensure they remain up to date with the latest requirements and developments in the industry. SOPs should also be acknowledged prior to operating a machine and be available for workers to read and refer to at any time.

04 Document management

Establish robust documentation procedures to track and maintain records related to machinery compliance activities. Documentation that should be maintained includes:

- Inspection reports
- Audit results
- Training sessions
- Incident reports
- Regulatory permits
- Service and maintenance history

Centralised, digital document management systems can facilitate easy access and retrieval of machinery safety and compliance information.

05 Risk assessment and risk management

Conducting regular risk assessments allows you to identify potential compliance risks and prioritise mitigation efforts. Risk assessments should be conducted at intervals as outlined in local government policies or the original equipment manufacturer's (OEM's) manual.

Additionally, consider developing risk management plans that outline requirements for different compliance scenarios including:

- Preventive measures
- Contingency plans
- Response protocols

06 Monitoring and reporting

Implementing robust monitoring and reporting mechanisms can aid in more effectively tracking machinery compliance. Reporting and monitoring should:

- Track compliance performance metrics
- Monitor key indicators
- Generate timely reports for management, regulatory authorities and other key stakeholders

Effective monitoring and reporting will allow you to better manage machinery compliance ongoing, as it can assist with identifying trends and potential issues before they become critical, enabling proactive maintenance and risk management.



Technological solutions

Utilising technology is a great way to overcome challenges councils face while managing machinery compliance and safety. Some technological solutions to consider implementing at your council include:

- Fleet management software with built-in compliance modules
- Digital pre starts
- Service and maintenance software
- Digital document libraries
- Telematics
- Dedicated machinery assessment tools with ready-built assessment surveys such as Ideagen Plant Assessor



Case Study

Logan City Council has successfully implemented Ideagen Plant Assessor within its Plant Fleet Services department. The Council required more robust systems and streamlined processes for managing machinery safety and compliance, and chose Ideagen Plant Assessor for its simple, one-platform solution.

Learn more about Logan City Council's move to Ideagen Plant Assessor and how its helped the team achieve greater consistency and efficiency with machinery compliance and safety.

Checklist

Use the following checklist to implement the effective machinery compliance strategies at your council.

Effective compliance strategy	How has this strategy been implemented?	Date implemented
Regular audits and inspections		
Implement technology		
Provide training and education		
Enhance document management		
Risk assessment and risk management		
Monitoring and reporting		



Ideagen Plant Assessor is your one-stop shop for comprehensive machinery risk assessments that are free from subjectivity and inconsistency.

✓ **Machine specific, fit for purpose risk assessments**

All you need to do is select your machine from our extensive database of more than 120,000 machines, select the purpose for your risk assessment and answer the questions.

✓ **Integrated legislation and standards**

Ideagen Plant Assessor takes the guesswork out of compliance, integrating legislation and standards into each assessment, keeping you up to date with the latest requirements.

✓ **Clear action plan to compliance**

Once you have completed a risk assessment on the Ideagen Plant Assessor platform, you will be provided with a detailed risk management report that provides clear recommendations on the hazard controls required to meet compliance.

✓ **Consistency across assessors**

Our risk assessment questions reduce the potential for variation from one assessor to another, giving you peace of mind around machinery safety management in your organisation.

✓ **Cloud based accessibility**

Authorised users can access critical machinery safety information anywhere, anytime.

✓ **Support, training and professional services**

Support, training and professional services. When you sign up for Ideagen Plant Assessor, you're not just getting machinery risk assessments, you also have access to dedicated support, training opportunities and professional services to help you with all your machinery safety and compliance needs.

✓ **Data security and privacy**

Ideagen Plant Assessor's encryption, access controls and regular security updates ensure your machinery safety data is in safe hands.



Contact **Ideagen Plant Assessor** today to get started with revolutionising your council's machinery safety and compliance.

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