



# MARIST CATHOLIC SCHOOL

## PROCEDURE: **Plant and Machinery Safety**

### ***Plant***

All plants are inspected regularly, and we keep a maintenance log (detailing plant or equipment name, location, serial or identification number, work carried out, date, time, and who carried out the work).

### ***Machinery***

The appropriate staff are responsible for the storage and maintenance of all machinery and equipment in their designated area.

- Machinery is stored safely and securely. Students are not permitted in the machinery storage area.
- Machinery is kept clean and well maintained, and repairs are attended to immediately.

Machinery is used with appropriate care and supervision.

- Students only have access to machinery when appropriately supervised. Rooms containing machinery are locked when unsupervised.
- The appropriate safety equipment is stored with the machinery and must be used by the operator. This includes ear protection, safety glasses, gloves, and footwear.
- Machinery is used appropriately for its intended purpose.
- All health and safety guidelines are followed.

### ***Electrical equipment***

All electrical equipment used at Marist Catholic School is maintained to ensure it meets health and safety standards. Electrical equipment is tested as required to meet the New Zealand Standard.

### ***Asbestos***

If any property work is planned, the school works with a suitably qualified person on an asbestos survey to identify the presence of any asbestos or ACM, and manage any associated risks.

An asbestos management plan includes:

- details of the location, condition, and quantity of asbestos or ACM. This is added to the hazard register, and brought to the attention of any contractors working on site.
- the plan to manage the risks, for example, remove it, do nothing until it poses a risk due to building work, etc.
- procedures to take when work is undertaken
- how to record incidents or emergencies involving asbestos
- timeframes for managing risks, considering reviews, required actions, activities and other circumstances
- dates (within five years) for reviewing the asbestos management plan and other asbestos documentation.

## **Resources**

- Worksafe: [Safe use of machinery](#)
- Ministry of Education: [Safe use and testing of electrical equipment testing in schools](#)
- Ministry of Education: [Managing Asbestos in schools](#)
- WorkSafe: [Asbestos](#)