

Mechanical engineering control plan (MECP)

One of the most practical parts of any safety management system is the scheduling and recording of maintenance activities. Mobile and fixed plant on site generally present the most hazards to be managed on small mines. All plant should be inspected and serviced using service manuals or known safe methods, with records kept to establish that the work has been completed.

The attached template is in Word format for you to customise for your site.

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.

2. **WHAT:** All control plans generally commence with a risk based review of the hazards associated with the activity. The MECP is no different.

Nominate who will be responsible for the completion of the initial mechanical risk assessment (Form 10A). This will generally be the Quarry Manager and the competent mechanical person.

Complete Form 10A and record your observations and controls that will be used to manage the hazard.

3. **WHO:** It is important to identify all persons who will be controlled by the MECP.

A list has been pre-prepared, however all other tradespersons whose activities will be covered by the MECP need to be included.

Current legislation requires that a mechanically competent person is involved in the development and review of a site's MECP. Record who this person is going to be.

4. **HOW:** A plant register is the starting point of any good maintenance system. Without it, you are not able to determine how maintenance is scheduled or recorded.

Complete Form 10 B to list all equipment at the site.

Nominate who will be responsible for developing the plant register, allocating resources and frequency of maintenance.

To ensure that maintenance is performed to an acceptable standard, you must have available the necessary service manuals and/or recognised service standards.

Now that you have a plant register, start by allocating the frequency of maintenance, who will perform the task and what documentation will be used to complete the maintenance.

Modify Form 10B to suit your plant and equipment (eg; loader, excavator, crusher, drill). This will reflect the requirements of the service manuals.

5. **WHEN:** The control of plant and equipment as it enters site is critical in ensuring that site standards are met and that all plant and equipment is safe to operate.

Record in this section who is going to be responsible for making sure that plant and equipment that enters the site is inspected before it commences work and meets the sites agreed standards.

6. **ACTION:** Nominate who will be notified when hazards on mobile or fixed plant cannot be fixed immediately resulting from pre-start checks.
7. **DOCUMENT CONTROL:** Depending on the size of your operation will dictate on the system used to record maintenance activities.

A smaller site may simply record information in the daily dairy, whereas larger sites may have an individual file/record book for each piece of plant or can use Form 10E.

Organise a file/book for each piece of plant and equipment.

Complete the remainder of 10.7 allocating responsibilities for each activity.

References:

Work Health and Safety Regulation 2017, part 3.1 Managing risks to Health and Safety, clause 32-38

Work Health and Safety (Mines and Petroleum Sites) Regulation 2014, Part 2 Division 3 clause 26 (4) Mechanical Engineering Control Plan

Work Health and Safety (Mines and Petroleum Sites) Regulation 2014, Schedule 2 clause 3 - Principal Control Plans – Mechanical Engineering Control Plan

Health and Safety in Quarries