



HSE POLICY

HA-HSE-POL-004

EQUIPMENT POLICY

DOCUMENT CONTROL

File Location:	Administration/Document Management/Policies
Revision Date:	03/04/2019
Reviewed By:	Victoria Brown
Authorised By:	Liz Stringer

This document remains the property of Highpoint Industries. Its contents may not be reproduced without written consent. Once printed this is an uncontrolled copy.

Table of Contents

1. <i>EQUIPMENT USE</i>	3
2. <i>EQUIPMENT CARE</i>	3
3. <i>EQUIPMENT MAINTENANCE</i>	3
4. <i>EQUIPMENT INSPECTION</i>	3
5. <i>EQUIPMENT RETIREMENT</i>	3
6. <i>REVISION HISTORY</i>	4

It is Highpoint's policy for equipment use, care, maintenance, inspection and retirement be adhered to by all employees, activity participants and course students.

1. EQUIPMENT USE

All Highpoint equipment is to be used as per the manufacturers specifications and directions, or in accordance with an approved Industry Standard Practice.

2. EQUIPMENT CARE

All Highpoint equipment is to be stored, transported and used in a way that will not damage or reduce the lifespan of the equipment other than from normal use. Control, use and care of equipment, should be monitored throughout the course/program/work activity to ensure the Highpoint equipment policy is adhered to.

Storage and transportation should be as per manufacturer's directions, and/or transported in such a way that will avoid unnecessary damage.

3. EQUIPMENT MAINTENANCE

All maintenance will be carried out as per the manufacturer's specifications and directions. Soiled or contaminated equipment is to be cleaned or decontaminated as soon as possible. The type of contamination will determine the speed at which the item needs to be decontaminated. The equipment inspector should then inspect the item, and a decision made to leave or remove the item from service.

All damaged and/or suspect equipment must be removed from service, isolated from other equipment and returned to Highpoint for further inspection and/or retirement.

4. EQUIPMENT INSPECTION

All Highpoint equipment will be inspected:

- When being packed for a job or activity;
- Prior to use;
- During use;
- After use;
- When being returned to storage.

Inspection should be as per manufacturer's direction and/ or an approved industry best practice. Any item of equipment that is found to be damaged, shock loaded, or loaded past its working load limit (WLL) must be removed from service and retired.

5. EQUIPMENT RETIREMENT

Highpoint equipment will be retired when any of the follow occurs:

- Manufacturer's specified retirement age is reached;
- The item is damaged beyond repair or maintenance;
- The item has significant wear, tear and deterioration (e.g. UV and chemical affected/abraded software etc);
- The item has been shock-loaded, overloaded, impacted, or misused to the extent that there is uncertainty of its integrity.

6. REVISION HISTORY

Revision Date	Section/Paragraph	Amendment