

Equipment Policy

1 Introduction and Purpose

- 1.1 The purpose of this policy is to ensure that equipment (including ACOR IT equipment in accordance with *IT Policy BSS-POL-NAT-HR018*) owned, hired or licensed by the ACOR Group of Companies ("ACOR") is used in a safe manner, minimising the risk of injury to persons or loss and damage to property.

2 Policy Application

- 2.1 This policy applies to all employees of ACOR and any third parties engaged by ACOR who are authorised to use an item of ACOR owned, hired or licensed equipment ("ACOR Equipment").
- 2.2 This Policy should be read in conjunction with the following:
- a) *Personal Protective Equipment Policy (BSS-POL-NAT-HR005)*
 - b) *IT Policy (BSS-POL-NAT-HR018)*
 - c) *ACOR Environment Policy (QA-POL-NAT-071)*
 - d) *Equipment Movement Register (HSEQ-REG-NAT-119)*
 - e) *Equipment Preventative Maintenance (HSEQ-RWP-NAT-009)*
- 2.3 This Policy does not apply to motor vehicles. Refer *Motor Vehicle Policy (BSS-POL-NAT- HR016)*

3 Employer Responsibilities

- 3.1 ACOR is responsible for putting in place systems requiring that:
- a) manufacturer and applicable Australian Standards relating to safety to be met;
 - b) the ACOR Equipment is insured;
 - c) the ACOR Equipment is serviced, maintained and calibrated in accordance with the manufacturer's requirements, applicable Australian Standards and ACOR's own procedures;
 - d) damaged ACOR Equipment requiring repair will be assessed to determine the appropriate action, including replacement if necessary; and
 - e) A consultative approach is adopted to ensure risks associated with ACOR Equipment, whether owned, leased or hired, are eliminated, or reduced as far as reasonably practicable.

4 Employee Responsibilities

- 4.1 During the course of employment, Employees operating ACOR Equipment are required to comply with:
- a) ACOR's safety policies and procedures including those referred to in section 2.2 above;
 - b) the manufacturer's directions and instruction manual for use, operation, storage and maintenance of the ACOR Equipment;
 - c) any applicable Australian Standards or professional association Codes of Conduct or standard operating procedures.
- 4.2 Employees are required to take responsibility for their own safety, and the safety of others. They must:
- a) not operate any ACOR Equipment unless authorised, certified, qualified and/or licenced to do so;
 - b) provide a copy of relevant licences and submit evidence to ACOR National HSEQ Manager each time it is renewed and uploaded to ACOR's *SkillsManagerApp* database (as applicable);

- c) advise ACOR immediately if a licence is suspended or cancelled;
- d) clean equipment as required to confirm upkeep and maintenance is optimum;
- e) dispose of all rubbish and waste appropriately;
- f) not smoke or be under the influence of drugs or alcohol or while impaired by prescribed medication, illness and/or injury whilst using ACOR Equipment;
- g) immediately notify their Manager of any medical conditions, or other restriction that may affect the employee's ability to operate ACOR Equipment; and
- h) immediately report faults to the ACOR National HSEQ Manager and cease use immediately until safe operation of the equipment has been restored;
- i) Report accidents in accordance with the *Incident and Injury Management Reporting Procedure (HSEQ-RWP-NAT-007)*
- j) *Incidents, accidents, and injuries to be reported using the Incident Report Form (HSEQ-FRM-NAT-701)*

5 Breach of Policy

- 5.1 An Employee who acts in breach of this Policy may face disciplinary action which may include termination of employment. ACOR also acknowledges that it owes reporting obligations and duties to statutory authorities and may be required, by law, to report any breaches of work health and safety legislation (including in respect of use of ACOR Equipment).