# WHY KEEP A MAINTAINANCE REGISTER?

A key factor contributing towards many workplace incidents is poor plant and machinery maintenance.

Many incidents are caused when maintenance is attempted ‘on the run’ (without stopping work) or by someone who was not competent to service plant or machinery, or carry out maintenance.

Generally, farm plant and machinery doesn’t require regular servicing by the manufacturer or an agent. However, it is important to ensure that a

competent person carries out either routine or scheduled maintenance work.

Under the WHS *Regulations,* an employer must **keep records in relation to tests,** maintenance and inspections of certain types of plant and machinery.

# KEEPING MAINTENANCE RECORDS

**Creates** a central record for plant that can help rule out poor maintenance as a cause of incidents

**Identifies** trends in breakdowns and downtime for various plant

**Makes** employers and workers consider who has the required knowledge and skills to perform maintenance properly

**Reminds** workers about safe systems of work and not to try to do maintenance they are not qualified to do

Things you need to think about in relation to keeping plant maintenance records include:

* Work out what type of maintenance is required. Decide if maintenance is routine (to keep a plant operating) or requires special skills.
* Train employees on how to do routine maintenance safely (if that’s their job), and what to do if plant does not operate correctly.
* Use the record of maintenance provided or develop your own form and follow the steps outlined below.

# WHAT SHOULD BE RECORDED?

## STEP 1: RECORD THE DETAILS

* Record any maintenance done in the record of maintenance:
  + the date the plant was serviced
  + who serviced the plant
  + what was done
  + any hazards identified
  + next scheduled maintenance

## STEP 2: CHECK THE DETAILS

* Keep a copy of the record of maintenance for future reference.

## STEP 3: INFORM STAFF

* Make sure employees know that a piece of plant has been serviced and if the set-up or work process has changed

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| **Date** | **Plant / Machine Description** | **Service Details** | **Next Service** | **Signature** |
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