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|  | **This checklist is to be used for the pre-purchase and commissioning of plant / equipment (other than items that are low risk and / or** **manual handheld).**  The purpose of this checklist is to ensure that hazards are identified early during the pre-purchase phase, and managed during installation/ commissioning, operation, inspection, testing and maintenance of the plant/ equipment according to the [Plant and Equipment Safety procedure](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/plant-safety-procedures.pdf).   |  |  |  |  | | --- | --- | --- | --- | | **Business Area**  *(College / Division/ Research Group/ Project* | Click or tap here to enter text. | **Date**  **Completed by** | Click or tap to enter a date.  Click or tap here to enter text. | | **Details of Plant/equipment**  (Include *Manufacturer, Model details)* | Click or tap here to enter text. | **Location of use**  *(Identify building, area and storage locations, may be multiple locations)* | Click or tap here to enter text. | | **Function/ Use of the Plant/ Equipment** | Click or tap here to enter text. | | | |

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| **Pre-purchase and prior to acquisition – items to consider** |  |  | **Comments** | **Completed?** |
| Prior to purchase have you consulted with the workers and others (where relevant) who will be using the plant/ equipment and given them the opportunity to raise any concerns or identify any hazards? | | |  | Choose an item. |
| Is the plant/equipment fit for purpose? (e.g. does it address the need and perform the functions required, will it need modification or are there better options?) | | |  | Choose an item. |
| Does the plant require registration or licensing? (see the [Work Health and Safety Regulations 2012 (SA)](https://www.legislation.sa.gov.au/LZ/C/R/WORK%20HEALTH%20AND%20SAFETY%20REGULATIONS%202012.aspx) or [Work Health and Safety Regulations 2011 (NT)](https://legislation.nt.gov.au/Legislation/WORK-HEALTH-AND-SAFETY-NATIONAL-UNIFORM-LEGISLATION-REGULATIONS-2011).)  Are there other legislative requirements that apply and if yes does this plant meet them? For example AS/NZ 4024 the requirements of guarding, emergency stops, warning devices and isolation of energy? Also See the [Approved Code of Practice *Managing risks of Plant in the Workplace*](https://www.safework.sa.gov.au/__data/assets/pdf_file/0006/136275/Managing-risks-of-plant-in-the-workplace.pdf) | | | Click or tap here to enter text. | Choose an item. |
| If you are proposing purchasing the plant/equipment directly from overseas (i.e. not via an Australian supplier or distributor)  Does the item meet the requirements of [Australian Standards](https://www.saiglobal.com/online/autologin.asp)? (Please be aware you become the importer/supplier and will have additional responsibilities under the WHS legislation.)  Does the item meet the requirements of the **Australian electrical standards** and the University’s [electrical safety procedures](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/electrical-safety-procedures.pdf)?  Further information is available in Safe Work Australia’s “[*Guidance material for the safe design, manufacture, import and supply of plant*](https://www.safeworkaustralia.gov.au/collection/guidance-material-safe-design-manufacture-import-and-supply-plant) | | |  | Choose an item. |
| Have you consulted with [Property, Facilities Development Division](mailto:pfd@flinders.edu.au?subject=Plant%20/%20equipment%20impact%20on%20built%20assets%20and%20infrastructure) where the installation may affect the University’s building assets? *(e.g. air-conditioners / ventilation, electrical, plumbing, floor/ weight restrictions, environmental conditions*). | | | Click or tap here to enter text. | Choose an item. |
| Prior to purchasing do you need to consider consulting with any other users/ occupiers of the space near or adjacent to the installation (*including other businesses, organisations or other persons sharing the space*) that may be affected by the installation, commissioning or operation of the plant/equipment? Will the plant make noise, smell, fumes, vibrations and cause other issues? | | | Click or tap here to enter text. | Choose an item. |
| If you are purchasing second-hand plant/equipment  Have you taken all reasonable steps to obtain all documentation required – including information provided by the manufacturer as required under the WHS Regulations (*Section 198*)? This includes operator manuals, installation, testing and maintenance records?  You will also need to obtain information of any faults, modifications etc. in the plant/equipment including a written notice of the condition of the plant? | | |  | Choose an item. |
| Have the plant/equipment inspection and maintenance requirements been identified? Have these been costed in as part of the purchase? | | |  | Choose an item. |
| Has training been identified; how many staff will need to be trained? Will they need to be licensed before they can use the plant?  Are there special skills/ competencies required for people who operate the plant or carry out inspection and maintenance, including preventative maintenance? | | |  | Choose an item. |
| Have you checked the size of the plant? Will access and egress be an issue? (*AS 1657 states 600mm is the minimum for walkways and does not obstruct doorways and emergency exits*)?  Will there be adequate access / space to move safely around the plant? | | |  | Choose an item. |
| **BEFORE PURCHASE - IDENTIFY THE HAZARDS THE PLANT/ EQUIPMENT WILL INTRODUCE INTO THE WORKPLACE** | | | **Comment** | **Hazard identified** |
| Identify hazards that the plant/ equipment will introduce into the workplace - including during commissioning, installation, use, maintenance etc.  What control measures need to be considered and planned for at the time of pre-purchase & during commissioning of the plant based on hazards identified?  Identify the hazards.   * Risk from rotating parts e.g. blades, wheels or belts * Risk from the plant moving, falling, items been ejected? * [Electrical](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/electrical-safety) risks? * High pressures e.g. fluids? * [Manual handling](https://staff.flinders.edu.au/content/dam/staff/documents/whs/hazardous-manual-tasks-worksheet-for-web.pdf) / ergonomic (*e.g. lighting, access, storage, awkward or sustained postures*) * Excessive [noise](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/noise) or vibration (*e.g. will audiometric / noise testing be required? – contact the* [*WHS Unit*](mailto:whs@flinders.edu.au?subject=Plant%20/%20equiment%20noise%20assessment%20query)) or vibration * Chemicals / [hazardous substances](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/hazardous-chemicals-safety) (*including dusts, vapours and fumes, waste and is local extraction ventilation required?*) * [Ionising radiation](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/radiation-safety) * Non-ionising radiation sources including [Lasers](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/laser-safety), or ultraviolet / infrared light * Contact with Hot or extreme cold parts? * Other | | | Click or tap here to enter text. | Choose an item. |
| **Commissioning** |  |  | **Comments** | **Completed?** |
| Have you ensured that commissioning will be performed by a suitably competent person(s) and in accordance with the manufacturer’s instructions? | | | Click or tap here to enter text. | Choose an item. |
| Have you identified any other hazards during the installation/commissioning process?  If yes, have you risk assessed them and have controls been put in place? | | | Click or tap here to enter text. | Choose an item. |
| If the person is a contractor, have they undertaken [Contractor Registration and inductions](https://staff.flinders.edu.au/workplace-support/contractors) with the University? | | | Click or tap here to enter text. | Choose an item. |
| Have pre-operational checks been conducted to confirm the plant is in working order and all safety features are functional? | | | Click or tap here to enter text. | Choose an item. |
| If plant registration is required with a Regulator, has a copy of the registration and any inspection/ commissioning certificates been obtained and the registration certificate displayed by the plant / equipment? | | | Click or tap here to enter text. | Choose an item. |
| **Risk Assessment and Procedures** | | | **Comments** | **Completed?** |
| Has a Risk Assessment been completed and does it cover all the tasks involving the use of the plant / equipment including maintenance, testing, emergencies, transport etc. – is this recorded using the [Plant risk assessment?](https://staff.flinders.edu.au/workplace-support/whs/information-documents/topic/plant-safety) | | | Click or tap here to enter text. | Choose an item. |
| In developing the risk assessment have you consulted with the workers and others who will be using the plant/equipment, where applicable? | | |  | Choose an item. |
| Is a [Safe Work Procedure](https://staff.flinders.edu.au/content/dam/staff/documents/whs/forms/safe-work-procedure-declaration-form.docx) required? (i.e. *identified as a control measure on the risk assessment.)* | | | Click or tap here to enter text. | Choose an item. |
| Will emergency equipment and procedures be available where required? (e.g. *emergency shut off/ down, fire extinguishers*)?  If the plant uses hazardous substances are there spill kits, eye wash, showers, first aid available? | | | Click or tap here to enter text. | Choose an item. |
| **Instruction and competency-based training** | | | **Comments** | **Completed?** |
| Does the plant/equipment require an appropriate level of instruction and training or legislative competencies to ensure the safety of the workers and others using it?   **If yes**, then   * if training is required: * has specific instruction/ training for the workers or others who will operate hazardous plant/equipment been included on the Safe Work Procedure? * Is relevant record keeping of the training in place?  (*examples may include an online quiz, signing a safe work procedure, or updating a logbook).* (see [*Training and Induction procedures*](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/work-health-safety-training-induction-procedures.pdf)*.*) * If legislative competencies training is required: * has external training for competency/ licence/ high risk work licence been identified, obtained and recorded on the [Training Needs Analysis and Plan](https://staff.flinders.edu.au/content/dam/staff/documents/whs/forms/training-needs-analysis-and-plan.xlsx) (*or other equivalent system*)?   (***Note:*** *if training is identified as a control this must be provided* ***before*** *workers and others operate the plant/ equipment.*). | | | Click or tap here to enter text. | Choose an item. |
| **Routine testing, cleaning and maintenance** | | | **Comments** | **Completed?** |
| Is any routine testing, cleaning and maintenance included on a schedule and the completion recorded? | | | Click or tap here to enter text. | Choose an item. |
| Have the testing, cleaning and maintenance processes been included on the plant/equipment Risk Assessment & Safe Work Procedure including any need to de-energising, tag out, decontamination or other before the activity occurs? | | | Click or tap here to enter text. | Choose an item. |
| **Documentation and record keeping** | | | **Comments** | **Completed?** |
| Have all documents for this plant/equipment including Risk Assessments & Safe Work Procedures been recorded / kept as per the [records schedule for WHS record management](https://staff.flinders.edu.au/workplace-support/whs/whs-system-roles-responsibilities/document-control-record-keeping)? | | | Click or tap here to enter text. | Choose an item. |
| The Supervisor or Area Manager is responsible for ensuring all relevant records for plant / equipment under their control, including for the purchase, commissioning, operation, maintenance and disposal/ decommissioning documentation and can confirm these are kept and accessible? | | | Click or tap here to enter text. | Choose an item. |

**Commissioning / Installation review: Completed form to be signed off by the relevant Supplier/Installer and Manager/Supervisor.**

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| **Supplier/ Installer:** All relevant tests and checks have been performed **to ensure the plant/equipment is in a safe state & full working order.** | | | |
| **Name:** Click or tap here to enter text. | **Position:** Click or tap here to enter text. | **Business Area:** Click or tap here to enter text. | **Date:**Click or tap to enter a date. |
| **Signature:** | **Comments:** Click or tap here to enter text. | | |

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| **Manager/ Supervisor: All hazards and risks to health & safety have been identified and control measures are in place before operation.** | | | |
| **Name:** Click or tap here to enter text. | **Position:** Click or tap here to enter text. | **Business Area:** Click or tap here to enter text. | **Date:**Click or tap to enter a date. |
| **Signature:** | **Comments:** Click or tap here to enter text. | | |