

PLANT/EQUIPMENT ACQUISITION, HIRING, INSTALLATION AND COMMISSIONING CHECKLIST (FOR GUIDANCE)

Please use the following questions and prompts to guide you during your purchase, hiring, installation and commissioning of new plant/equipment. (If you are purchasing a vehicle please refer to the HSW Information Sheet [Vehicle Safety Management](#))

Prior to acquisition

- Have you consulted with the workers who will be using the plant/equipment, where applicable?
- Have you consulted with Infrastructure Branch (where the installation may affect the University's built assets? (e.g. air-conditioners, power supply, plumbing)
- Have you consulted with any users/occupiers near or adjacent to the installation that may be affected by the installation, commissioning or operation of the plant/equipment?
- Have you considered any additional legislative requirements with this plant/equipment? For example a requirement to register plant designs and items of plant or other specific requirements outlined within the [Work Health and Safety Regulations 2012 \(SA\)](#) and if any [Australian Standards](#) apply?
- Does the item meet the requirements of Australian Regulations and Australian Standards if the proposed plant/equipment is to be purchased from overseas? (Noting that if modifications are required to the equipment, in order to meet Australian Standards, then the importer/supplier has additional responsibilities under the WHS legislation.)
Further information is available in Safe Work Australia's "[Guidance material for the safe design, manufacture, import and supply of plant](#)".
- Is the plant/equipment fit for purpose?
- Are there any hazards identified with the operation of this plant/equipment which require control measures to be considered at the time of purchase? (e.g. Access to rotating belts, wheels, blades that may require safe guarding such as safety interlocks, limit switches, emergency isolation or shut down switches to be installed. Manual handling problems or excessive noise?)
- Have you checked the manufacturer/supplier's operating manual, including maintenance requirements and health and safety information which may assist the supervisor/person in control of the area, in providing information/instruction to the operators (where necessary)?
- Is the plant/equipment easy to inspect and maintain?
- Have you consulted with the workers regarding the installation arrangements prior to installation?
Does the area in which the plant/equipment is being placed have any flooring/weight restrictions (refer to Infrastructure Branch)?
- Have you checked that access to and egress from the plant/equipment complies with relevant standards (suggested 600mm the minimum width of a walkway and plant/equipment does not obstruct doorways and emergency exits)?
- Have you checked that environmental factors affecting installation and use (e.g. wet conditions) have been considered?

If you are purchasing second-hand plant/equipment

- Have you obtained/taken all reasonable steps to obtain the information required to be provided by the manufacturer under the WHS Regulations (Section 198)? This includes information of any faults in the plant/equipment including a written notice of the condition of the plant.

Commissioning

- Have you ensured that commissioning is performed by a suitable competent person(s) in consultation with the School/Branch and your Supervisor/Person in control of the area?
- Have you identified any other hazards during the installation/commissioning process?

Registrations, Permits and Licences

- Has relevant plant/equipment listed in HSW Handbook Chapter [Plant and Equipment Safety Management Appendix E](#) been registered with the State Government authority? (Examples include pressure vessels, autoclaves, all types of cranes, forklift trucks, hoists, lifts, reach stackers, X-ray apparatus and sealed radioactive sources.)
- Has the relevant permit/licence or other necessary certification been obtained from State Government authority for any plant/equipment listed in HSW Handbook Chapter [Plant and Equipment Safety Management Appendix E](#)?

HSW Handbook	Plant/Equipment - Acquisition (including hiring), Installation and Commissioning	Effective Date:	5 October 2018	Version 2.0
Authorised by	Associate Director HSW	Review Date:	5 October 2021	Page 1 of 4
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

PLANT/EQUIPMENT ACQUISITION, HIRING, INSTALLATION AND COMMISSIONING CHECKLIST (FOR GUIDANCE)

Risk Assessment

- Has a Risk Assessment been completed (if required) for the tasks that operators will be required to do, in accordance with the [Hazard Management](#) HSW Handbook chapter?
- Is a Safe Operating Procedure required? (i.e. identified as a control measure on the Risk Assessment.)
Refer to the [Safe Operating Procedures](#) Information sheet for guidance.
- Are emergency procedures included where required?

Proficiency based instruction and competency based training

- Does the plant/equipment require an appropriate level of instruction and training to ensure the safety of the workers using it? (In accordance with the [Provision of Information, Instruction and Training](#) HSW Handbook chapter.)
If yes, then
 - if a proficiency is required:
 - has specific local instruction for the workers who will operate hazardous plant/equipment been included on the [Training Plan](#) (or other equivalent system)?
 - have relevant proficiency assessment tools/processes been developed?
(A proficiency assessment tool may be mapped against a Safe Operating Procedure, or could be via a log book or series of supervised training sessions/courses.)
 - if a competency is required:
 - has external training for the workers who require the competency/licence been included on the [Training Plan](#) (or other equivalent system)?

(Noting: that instruction and training is required before the worker operates the plant/equipment.)

Ongoing testing, cleaning and maintenance (including hired plant/equipment)

- Is any necessary testing, cleaning and maintenance included on the [Schedule of Programmable Events](#) or equivalent system?

Documentation

- Have all documents (HSW Handbook Chapter [Plant and Equipment Safety Management Appendix I](#)) for this plant/equipment been filed in accordance with your local procedures?

HSW Handbook	Plant/Equipment - Acquisition (including hiring), Installation and Commissioning	Effective Date:	5 October 2018	Version 2.0
Authorised by	Associate Director HSW	Review Date:	5 October 2021	Page 2 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			