

Information Sheet: Plant/Equipment Acquisition (including hiring), Installation and Commissioning

Purpose

The purpose of this information sheet is to provide guidance to workers and supervisors when they are purchasing new, used or are hiring items of plant/equipment. Please refer to [Vehicle Safety Management Information Sheet](#) if you are purchasing a vehicle and the [Plant/Equipment Safety Management](#) HSW Handbook Chapter for overarching responsibilities.

Q1 Why do I need to consider safety when purchasing or hiring plant/equipment?

- Many injuries and illnesses associated with plant/equipment occur due to a failure to select the right equipment for the job. Therefore before you purchase, you need to check that it is suitable for the intended use, including the infrastructure and environment where it will be used and the workers who will be using it.
- There is an opportunity for many of the hazards to be addressed before introducing the plant/equipment into your workplace, that is, in the planning and purchasing/hiring stages. For example, purchasing machinery that is designed and built to produce low noise levels is more effective than providing workers with personal hearing protectors. This also avoids costly modifications to plant/equipment after it is purchased/hired
- There is a Work Health and Safety legislative requirement. The [Approved Code of Practice “Managing risks of plant in the workplace”](#) sets out the specific requirements for controlling the risks from purchasing and hiring plant to disposal.

Q2 What do I need to consider during the purchase/hiring, installation and commissioning of plant/equipment?

Before purchasing, hiring or leasing, installing and commissioning plant/equipment, you need to determine:

- the hazards and risks associated with the installation, operation, inspection, maintenance, repair, transport, storage and dismantling of the plant/equipment;
- the control measures needed to minimise these hazards and risks;
- the manufacturer’s recommendations in relation to the frequency and type of inspection and maintenance needed;
- any special skills required for people who operating the equipment or carry out inspection and maintenance;
- any special conditions or equipment required to protect the health and safety of people carrying out activities such as installation, operation and maintenance; and
- any alterations or modifications to be made to the plant/equipment.

This also applies to the purchase of second-hand plant/equipment.

A [Plant/Equipment acquisition, installation and Commissioning checklist](#) is provided in Appendix A. The questions and prompts will guide you in your thinking.

It is also recommended that you refer to the:

- [Approved Code of Practice “Managing risks of plant in the workplace”](#), especially if you are purchasing/hiring hazardous plant/equipment; and
- HSW Handbook chapter [Plant/Equipment Safety Management](#) which also provides additional University requirements.

If you are purchasing a vehicle, please refer to the HSW information Sheet [Vehicle Safety Management](#)).

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
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Q3 What are the obligations if the School/Branch supplies or leases plant/equipment to another organisation/person?

If you supply/lease plant/equipment to someone, as the “hirer” or “lessor” you have the same legal obligations as any supplier/lessor of plant/equipment under the WHS Regulations.

For example the following is to be provided:

- Information about how to use the plant/equipment safely
- Design and item registration requirements (if applicable)
- Inspection, maintenance requirements.

You will also be required to maintain records of inspections and maintenance carried out.

Refer to the Safe Work Australia website
[“Guide for importing and supplying safe plant”](#) and the
[Code of Practice: Managing risks of plant in the workplace](#)
 for additional information on your legal requirements.

Q4 Where do I obtain further information on the purchase, hiring, installation and commissioning of plant/equipment?

If you require further information, please contact a member of the local [HSW Team](#).

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 4
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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 3 of 4
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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 training 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 4 of 4
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