**APPENDIX G (Page 1 of 2 )**

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| **FACULTY/DIVISION/SCHOOL/BRANCH/AREA RECORDS** |

**Records to be kept by the Faculty/Division/School/Branch/Area**

**Note** that records are to be kept in a format or in a known location (to all applicable workers) which can be easily retrievable if required to be viewed by the University or a Regulatory organisations (e.g. SafeWork SA).

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| **Document(s)** | **Required information** | **Comments** |
| Plant design (if plant is required to be registered under Chapter 5, Part 3 of the WHS Regulations). | WHS Regulations sections 228 – 230. | * To be kept for the design life of the plant |
| Registered Plant/equipment records under Chapter 5 part 3 of the WHS Regulations. | Registrations, tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations of plant/equipment for the period that the plant/equipment is used or until the control of the plant/equipment is relinquished. | * To be kept for the life of the plant/equipment. * A copy given to the new owner if the plant/equipment is transferred |
| Electrical testing records (including RCDs). (Refer to the Electrical Safety Handbook Chapter for further information) | Supplied by the electrical tester. | To be retained for 10 years in accordance with the State Records of SA, General disposal [Schedule No 30](https://archives.sa.gov.au/sites/default/files/public/documents/20160317%20General%20Disposal%20Schedule%20No.%2030%20Final%20V1.1.pdf) issued under the State Records Act 1997 (Section 14.4.2).  (Contact the University’s Records Management Office for further assistance/information if required). |
| Risk Assessments and SOPs  (where required) in accordance with the [Hazard Management](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hazard-management-handbook-chapter) Handbook chapter | Identification of reasonably foreseeable hazards; and  Control measures to eliminate or minimise the risks. | The Risk Assessment and SOP is to be maintained in accordance with the [State Records of SA, General disposal Schedule No 30](https://archives.sa.gov.au/sites/default/files/public/documents/20160317%20General%20Disposal%20Schedule%20No.%2030%20Final%20V1.1.pdf) issued under the State Records Act 1997. (Contact the University’s [Records Management Office](https://www.adelaide.edu.au/library/library-services/records-services) for further assistance/information if required.)  Reviewed if:   * a new/previously unforeseen hazard has been introduced; * requested by a Health and Safety Representative; * new legislation is introduced; * new information becomes available which could eliminate or minimise the risk; * after an incident; * there is a change to the activity * if control measures were ineffective in controlling the risk   If the plant/equipment is transferred see [Appendix H](#AppendixH), a copy is to be given to the new owner) |

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| **FACULTY/DIVISION/SCHOOL/BRANCH/AREA RECORDS** |

**Records to be kept by the Faculty/Division/School/Branch/Area (Continued)**

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| **Document(s)** | **Required information** | | | **Comments** |
| Licences and qualifications (where applicable, see [Appendix E](#AppendixE)). | |  | Refer to the HSW Handbook chapters [Training Plan](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-training-plan-handbook-chapter) and [Provision of Information, instruction and training](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-information-instruction-training-handbook-chapter) | |
| Processes for testing, maintenance, inspection and calibration reports (where these activities are conducted in-house). | | * Standards against which plant/equipment should be inspected. * The frequency of inspections. * Critical safety processes to be followed during inspections (e.g. isolation process). * The process for different types of inspections (required by manufacturer’s instructions). * Results of tests or location of where the results are kept. |  | |
| Specific Proficiency record or  Qualification/competency record  where instruction/training identified by the risk assessment and/or a legislative requirements. | | * Copy of the record | Refer to the HSW Handbook chapters [Training Plan](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-training-plan-handbook-chapter) and [Provision of Information, instruction and training](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-information-instruction-training-handbook-chapter) | |
| Presence-sensing safe guarding Records | * Safety integrity tests * Inspections * Maintenance * Commissioning and decommissioning * Dismantling and alterations | | | The record must be kept for:   * 5 years; or * the life of the plant or until the person relinquishes control of the plant if the plant is registered plant or has been altered. |
| Decommissioning, dismantling and disposing | * See [Appendix H](#AppendixH) | | |  |
| If the plant/equipment is prescribed equipment as defined under the [Controlled Substances (Controlled Drugs, Precursors and Plants) Regulations 2014](https://www.legislation.sa.gov.au/LZ/C/R/CONTROLLED%20SUBSTANCES%20(CONTROLLED%20DRUGS%20PRECURSORS%20AND%20PLANTS)%20REGULATIONS%202014/CURRENT/2014.236.AUTH.PDF) i.e. capable of being used in the manufacture of controlled drugs | * Treat as a controlled drug. Maintain a register for use, supply and disposal | | | The record must be kept for the life of the plant/equipment or until the person relinquishes control of the plant/equipment |