

**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).

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.	<ul style="list-style-type: none"> <li>To be kept for the design life of the plant</li> </ul>
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.	<ul style="list-style-type: none"> <li>To be kept for the life of the plant/equipment.</li> <li>A copy given to the new owner if the plant/equipment is transferred</li> </ul>
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 <a href="#">Schedule No 30</a> 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 <a href="#">Hazard Management</a> Handbook chapter	Identification of reasonably foreseeable hazards; and Control measures to eliminate or minimise the risks.	<p>The Risk Assessment and SOP is to be maintained in accordance with the <a href="#">State Records of SA, General disposal Schedule No 30</a> issued under the State Records Act 1997. (Contact the University's <a href="#">Records Management Office</a> for further assistance/information if required.)</p> <p>Reviewed if:</p> <ul style="list-style-type: none"> <li>a new/previously unforeseen hazard has been introduced;</li> <li>requested by a Health and Safety Representative;</li> <li>new legislation is introduced;</li> <li>new information becomes available which could eliminate or minimise the risk;</li> <li>after an incident;</li> <li>there is a change to the activity</li> <li>if control measures were ineffective in controlling the risk</li> </ul> <p>If the plant/equipment is transferred see <a href="#">Appendix H</a>, a copy is to be given to the new owner)</p>

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

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

Document(s)	Required information	Comments
Licences and qualifications (where applicable, see <a href="#">Appendix E</a> ).		Refer to the HSW Handbook chapters <a href="#">Training Plan</a> and <a href="#">Provision of Information, instruction and training</a>
Processes for testing, maintenance, inspection and calibration reports (where these activities are conducted in-house).	<ul style="list-style-type: none"> <li>Standards against which plant/equipment should be inspected.</li> <li>The frequency of inspections.</li> <li>Critical safety processes to be followed during inspections (e.g. isolation process).</li> <li>The process for different types of inspections (required by manufacturer's instructions).</li> <li>Results of tests or location of where the results are kept.</li> </ul>	
Specific Proficiency record or Qualification/competency record where instruction/training identified by the risk assessment and/or a legislative requirements.	<ul style="list-style-type: none"> <li>Copy of the record</li> </ul>	Refer to the HSW Handbook chapters <a href="#">Training Plan</a> and <a href="#">Provision of Information, instruction and training</a>
Presence-sensing safe guarding Records	<ul style="list-style-type: none"> <li>Safety integrity tests</li> <li>Inspections</li> <li>Maintenance</li> <li>Commissioning and decommissioning</li> <li>Dismantling and alterations</li> </ul>	The record must be kept for: <ul style="list-style-type: none"> <li>5 years; or</li> <li>the life of the plant or until the person relinquishes control of the plant if the plant is registered plant or has been altered.</li> </ul>
Decommissioning, dismantling and disposing	<ul style="list-style-type: none"> <li>See <a href="#">Appendix H</a></li> </ul>	
If the plant/equipment is prescribed equipment as defined under the <a href="#">Controlled Substances (Controlled Drugs, Precursors and Plants) Regulations 2014</a> i.e. capable of being used in the manufacture of controlled drugs	<ul style="list-style-type: none"> <li>Treat as a controlled drug. Maintain a register for use, supply and disposal</li> </ul>	The record must be kept for the life of the plant/equipment or until the person relinquishes control of the plant/equipment

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