

This guidance is an extract of the relevant responsibilities for supervisors from the University HSW Procedure for [Plant & Equipment Safety Management](#). The responsibilities listed below apply to supervisors of a task or activity or work area that involves or contains plant and equipment. Where supervisors require advice on how to meet these requirements in their workplaces, they should contact [hswteam@adelaide.edu.au](mailto:hswteam@adelaide.edu.au).

## Process: Hazard Management

Ensure that the hazards associated with the use of plant/equipment in your area(s) of control, are identified and managed in accordance with:

- the manufacturer's operator's manual; and/or
- the HSW Handbook chapter "Hazard Management".
- Refer to Appendix B "Plant/Equipment Risk Assessment decision tree" to assist in determining when a formal risk assessment is required.

This includes any activity in relation to:

- the design, manufacture, assembly or use of the plant/equipment.
- the storage, decommissioning, dismantling or disposal of the plant/equipment; and
- the inspection, operation, cleaning, maintenance, or repair of the plant/equipment.

Ensure that additional control measures are in place for specific items of plant/equipment, in accordance with the WHS Regulations 2012 (SA) (2012), for the following:

- Powered mobile plant; (Section 214 and 215)
- (e.g. vehicles, tractor, forklift truck, earthmoving equipment)
- Tractors roll-over protection (Section 216);
- Industrial lift trucks (Section 218) see definitions.
- Plant/equipment that lifts/suspends loads (Section 219 and 210);
- Plant used in connection with tree lopping (Section 221);
- Industrial robots (Section 222);

Ensure that additional control measures are in place for specific items of plant/equipment, in accordance with the WHS Regulations 2012 (SA) (2012), for the following: (Continued)

- Lasers (Section 223);
- Pressure equipment (Section 224);
- Scaffolds (Section 225);
- Plant with presence-sensing safeguarding system – records
- (Section 226);
- Registered plant (Chapter 5, Division 4).
- Refer to Appendix C for examples using the hierarchy of control and for additional control measures required by the WHS Legislation.

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| HSW Advice    | Supervisors - Plant/Equipment Safety Management  | Effective Date: | August 2022 | Version 1.0 |
| Authorised by | HSW Advisory Manager   | Review Date:    | August 2024 | Page 1 of 3 |
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## Process: Identification of training needs and provision of information, instruction, training, and supervision

- Ensure that the training needs of workers operating plant/equipment are
- identified in accordance with the HSW Training Plan chapter of the HSW Handbook including the requirement for any high risk work licences under Schedule 3 of the WHS Regulations 2012 (SA).]
- Ensure that all workers under your supervision are provided with the relevant level of information/instruction/training in accordance with their Training Plan and the HSW Handbook chapter “Provision of information, instruction and training” before undertaking a task. This includes emergency instructions and how to operate stops and warning devices.
- Ensure the appropriate level of supervision is provided, based on the skill/proficiency/competency of the worker(s) and the level of risk.
- Provide information to any person who is involved in installing, commissioning, testing, maintaining or repairing, decommissioning, dismantling or disposing of the plant/equipment (e.g. the types of hazards and risks the plant/equipment may pose to the person when they are carrying out these activities).
- Ensure emergency instructions relating to an item of plant/equipment, are displayed on or adjacent to the plant/equipment and safe operating procedures, where required by the risk assessment, are available to the operator.

## Process: Using Plant/equipment in the workplace

- Ensure that control measures identified on the risk assessment are in place and being implemented in your area(s) of control (including Personal Protective Equipment [PPE]).
- Provide additional supervision, if/where required, based on the level of risk and experience of the worker(s).
- Ensure the proper use of the plant/equipment and operator controls.
- This includes taking reasonable steps to ensure:
  - that the plant/equipment is only used for the purpose for which it was designed; and
  - that all health and safety features and warning devices (including guarding, operational controls, emergency stops and warning devices) are used in accordance with the information provided and safe operating procedures (where required by the risk assessment) are followed.
- Prevent alterations to or interference with the plant/equipment that have not been authorised by a competent person (see definitions).  
(In determining whether or not a proposed use increases the risk, a risk assessment must be completed in accordance with the Hazard Management Handbook chapter.  
(Note: The person making the alterations is considered a designer or manufacturer under the WHS legislation and those specific obligations will apply to that person. Refer to Appendix A for additional information.)
- Ensure that when not in use the plant/equipment does not create a risk to health and safety.  
(Note: After an extended period of storage and before the plant/equipment is used, the plant/equipment should be re- commissioned by carrying out the same level of testing and inspection as when it was first commissioned. Refer to Appendix A for additional information.)
- Ensure that any faulty plant/equipment is tagged/locked out as per Appendix D.
- Ensure that where contingency testing of emergency stops and warning devices is required by the Risk Assessment and/or the Manufacturer’s instructions, the tests are scheduled in consultation with those who operate the plant/equipment. (See section 7.1)

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| HSW Advice    | Supervisors - Plant/Equipment Safety Management  | Effective Date: | August 2022 | Version 1.0 |
| Authorised by | HSW Advisory Manager   | Review Date:    | August 2024 | Page 2 of 3 |
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## Process: Maintenance, inspection and testing of plant/equipment

- Ensure that the maintenance, inspection and, if necessary, testing of the plant is:
  - scheduled in accordance with the manufacturer’s instructions, or as determined by a risk assessment;
  - added to the Schedule of Programmable Events (or equivalent), unless this requirement is centrally managed (e.g. by Infrastructure Branch); and
  - carried out by a competent person (see definitions); and
  - communicated with affected workers to prevent any risk arising from the restarting of plant/equipment operations.
- Ensure the plant/equipment is isolated from the energy source before maintenance, inspection or cleaning starts or where plant/equipment cannot be isolated, methods to prevent accidental operation are implemented.
- Ensure control measures implemented, for example guards and warning devices, are regularly inspected and tested to ensure they remain effective.
- Ensure any guards that are removed during maintenance/inspection, have been replaced correctly before a task re-commences, to prevent access to hazardous parts by the operator.
- Ensure that faulty plant/equipment, or plant/equipment that requires isolation for cleaning, maintenance or repairs, is tagged or locked out as per Appendix D.
- Ensure that any certificates of compliance are held where relevant.
- Ensure any corrective action(s) arising from the maintenance and testing is entered into the University’s online safety system or an equivalent system (database) that meets the objectives of the Corrective action HSW Handbook chapter. (i.e. a system that enables the recording, assigning and monitoring of actions to completion, within designated time-frames.)
- Ensure records of maintenance and testing conducted are held in an auditable format and available on request (e.g. in the University’s Records Management System). This includes the records of maintenance and testing conducted by a contractor/external service provider.

## Process: Record keeping

- Ensure that all documentation summarised in Appendix I is maintained and can be retrieved on request.
- Ensure there is a system for retaining Risk assessments in accordance with the State Records of SA, General disposal Schedule No 30 issued under the State Records Act 1997. (Contact the University’s Records Management Office for further assistance/information if required.)

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| HSW Advice    | Supervisors - Plant/Equipment Safety Management  | Effective Date: | August 2022 | Version 1.0 |
| Authorised by | HSW Advisory Manager   | Review Date:    | August 2024 | Page 3 of 3 |
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