



ACT Health

WHS Requirements for the Management of Plant and Equipment Procedure

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Purpose

The purpose of this document is to inform ACT Health Directorate (ACT HD) managers and workers about the WHS requirements for managing plant and equipment (referred to as plant in the *Work Health and Safety Act 2011*). This procedure supports the Work Health and Safety (WHS) Guideline.

Scope

The management of plant and equipment at ACT HD workplaces requires effective communication and co-operation within ACT HD and with ACT Property Group, lessors, property services providers, such as Colliers (which represent lessors), suppliers and contractors. This procedure document provides guidance for ACT HD workplaces to effectively manage these requirements.

This procedure is based on, and uses, material from relevant WHS codes of practice accessed from the [ACT Legislation Register](#). For the latest information on ACT legislation see <https://www.legislation.act.gov.au/>. These codes of practice are designed to be used by duty holders to implement WHS legislation.

This procedure applies to all ACT HD workplaces to manage the risks associated with using plant and equipment¹, including:

- being exposed to hazardous chemicals (for example gasses stored in pressure vessels)
- being crushed or struck by mobile plant and vehicles
- injuries from falls while accessing, operating or maintaining plant (for example elevated work platforms)
- electric shock from plant that is damaged, not adequately protected or isolated, and
- musculoskeletal disorders (MSD) caused by manual handling or operating plant (such as loading and unloading vehicles and mobile plant).

ACT HD has control of, or uses, a wide variety of plant and equipment, including:

- powered mobile plant (for example, vehicles and load shifting equipment)
- computer and communications equipment
- pressure vessels
- laboratory equipment (for example, fume cabinets, autoclaves and incubators)
- electrical systems
- heating, ventilation and air conditioning (HVAC) systems, and

¹ Refer to the definition table.

- fire and evacuation systems.

Roles and Responsibilities

Position	Responsibilities
Director-General and Deputy Directors-General	<ul style="list-style-type: none"> • Ensure that ACTHD applies appropriate resources and equipment to: <ul style="list-style-type: none"> ○ eliminate or minimise WHS risks ○ respond promptly to information about incidents, hazards and risks, and ○ comply with the WHS Act and WHS Regulation.
People Strategy	<ul style="list-style-type: none"> • Develop and review the ACTHD WHSMS and provide information about WHS requirements. • Assist with the risk assessment of plant and equipment and the WHS aspects of procurement processes.
Strategic Infrastructure	<ul style="list-style-type: none"> • Manage the policies and procedures and contracted services required for fleet vehicles, including traffic management plans. • Engage contractors to install, maintain and test plant and equipment, including the inspection, testing and tagging of electrical equipment. • Manage the communication, consultation and co-operation arrangements with other duty holders (such as ACT Property Group, lessors and property service providers) that have responsibilities for plant and equipment in ACT HD workplaces to ensure that for <u>base building</u> plant and equipment: <ul style="list-style-type: none"> ○ procurement process includes consultation with manufacturers, suppliers and installers of an item of plant and equipment (depending on the procurement process followed) ○ commissioned and decommissioned processes are safe ○ risk assessments of plant and equipment are undertaken ○ emergency procedures are displayed on or near an item of plant and equipment, if required ○ safety inspections and maintenance is undertaken by a competent person and in accordance with the manufacturer's and supplier's and installer's instructions and the WHS Regulation ○ condition reports are available ○ each item of plant that requires inspection and maintenance is included in a register, and ○ design/registration and maintenance records, including records of registered are maintained.
Managers	<ul style="list-style-type: none"> • Consult with manufacturers, suppliers and installers of an item of plant and equipment (depending on the procurement process followed). • Ensure that procurement processes consider WHS requirements and risks involved in managing plant and equipment; including: <ul style="list-style-type: none"> ○ considering the design and performance standards that should apply, such as Australian Standards ○ evaluating the design and the expected WHS performance of the proposed acquisition, and

- developing effective commissioning and implementation plans.
- Ensure that business unit controlled plant and equipment is correctly installed, commissioned and decommissioned.
- Undertake risk assessments of business unit controlled plant and equipment (either completing generic or individual risk assessments).
- Consider the risks involved in mobile plant and establishing traffic management plans for workplaces that have mobile plant and vehicles.
- Develop and implementing safe operating procedures for an item of plant that has risks in its operation.
- Control access to plant and equipment only to authorised/licenced users.
- Prevent unauthorised alterations to, or interference with, plant and equipment.
- Ensure that plant and equipment is only used for the purpose for which it was designed, unless the proposed use does not increase the WHS risk.
- Provide effective supervision of workers using plant and equipment, including ensuring that the [ACTPS Drug and Alcohol Policy](#) is applied.
- Train workers to use an item of plant and equipment, including:
 - the correct use of guarding and other control measures
 - how to safely access and operate the plant
 - how to carry out inspections, shut-down the plant, undertake cleaning and repair and maintenance
 - rights of way, clearances and no-go areas for mobile plant, and
 - emergency procedures.
- Display emergency procedures on or near an item of plant and equipment, if required.
- Establish written pre-start checks the plant, if required.
- Establish a program of safety inspections for an item of plant and equipment, if required, including:
 - ensuring that a monthly vehicle safety inspection checklist is completed for each pool vehicle, and
 - liaising with Strategic Infrastructure to engage contractors to inspect specialised plant and equipment.
- Include each item of plant that requires inspection and maintenance in a register (the register must include the information specified in WHS Regulation 228 for registered plant).
- Maintain asset registers.
- Ensure that plant is safely maintained:
 - by a competent person, and
 - in accordance with the manufacturer's and supplier's and installer's instructions and the WHS Regulation.
- Immediately remove any damaged plant from service (using danger and isolation tags, where appropriate).
- Retain records of registered plant until the item is relinquished.
- Provide a handover of the WHS arrangements to another manager when transferring responsibility for the management of plant and equipment.

Position	Responsibilities
Workers	<ul style="list-style-type: none"> • Complete WHS training. • Follow safety procedures and instructions. • Immediately remove any damaged plant and equipment from service (using danger and isolation tags, where appropriate). • Participate in consultation processes.

Procedure

Design and procurement

The foundations for safely managing plant and equipment start from the design and procurement processes. The WHS Guideline includes information about how to incorporate WHS into the procurement processes for plant.

The project planning for procuring and commissioning plant, either through a direct purchase or a leasing arrangement, is required to take a whole of like cycle approach to the management of plant and equipment, including its:

- governance and approval processes
- design and performance requirements
- installation and commissioning requirements, including registration
- risk assessment, including consultation with workers and the timeframes for the review of the risk assessment during its life
- operational requirements
- inspection and maintenance requirements
- isolation, repair and return to service procedures
- procedures for alteration of the plant during its life (including changes to the design)
- record keeping and information sharing requirements, including where documents will be stored (paper records, spreadsheets and databases) and how stakeholders can access those records
- [asset management](#) and life cycle costs, including inspection, maintenance, upgrade and replacement costs
- performance monitoring and standards, including keeping up to date with the WHS risk controls that are available, for example where new engineering controls are available for plant and equipment or Australian Standards are updated, and
- decommissioning process.

Plant and equipment life cycles vary from a few years to many decades. Where an item of plant has a long life cycle, managers and workers are likely to become responsible for the management of plant and equipment without receiving a detailed briefing about the WHS requirements for the management of that item of plant. Manager must complete the

actions specified at [Attachment A](#) to assist them ensure the continuity of the WHS requirements for the handover of the management of plant.

Chain of responsibility for the safety of plant

Achieving plant safety outcomes requires duty holders to effectively meet their responsibilities at each stage of the life cycle of an item of plant. The WHS Act and WHS Regulation make specific provisions for these duties. A summary of the role of manufacturers, suppliers, importers and installers is at [Attachment B](#).

Risk management procedures

The risk management procedures detailed in the WHS Guideline -Section 3 applies to plant and equipment. The ACTHD must undertake a written risk assessment of each type or class of plant. Where items of plant are not sufficiently similar to use a generic risk assessment, a separate risk assessment must be undertaken. The starting point for an effective risk assessment must be the information provided by the manufacturer, supplier and installer.

The risk assessment process is designed to identify any hazards associated with the use of the plant, consult with workers and implement risk controls.

It is important to remember that the value of the purchase does not equate to the risk involved. The procurement, project and risk assessment process for the plant needs to be commensurate with the risk and the value of the plant. Where complex plant is involved, a subject matter expert may need to be engaged to assist with the development of:

- design specifications
- procurement evaluation
- commissioning, and
- risk assessments.

The WHS Regulation requires ACTHD to work through a hierarchy of control measures when managing risks to health and safety associated with plant. Applying a risk management approach to plant includes the proper consideration of the risk in any decision to procure an item of plant.

Depending on the complexity of the item of plant and the hazards involved, a risk assessment can be completed using a:

- checklist at [Attachment C](#)
- [long form risk assessment form](#), or
- detailed written report.

The risk management process must ensure that the specific risk controls required under the WHS Regulation for certain types of plant are applied, including the risk controls required for:

- powered mobile plant

- plant that lifts or suspends loads
- industrial robots
- lasers
- pressure equipment
- scaffolds, and
- plant with presence-sensing safeguarding systems.

Boilers and pressure vessels must also comply with the [Boilers and Pressure Vessels Regulation 1954](#), including the certificate of inspection requirements.

Plant registers

All plant and equipment that requires a structured program of maintenance and inspections must be included in a plant/maintenance register. Plant and equipment registers can also be integrated with [Asset Registers](#) where that is practicable. The register:

- can be a spreadsheet or a database
- must record the registration, certification, inspection, maintenance schedule and any alteration of each item plant, and
- must be available for inspection by HSRs and workers.

Shutdown and isolation procedures

In some cases, an item of plant (such as a fume cabinets and pressure vessels) requires a formal shutdown and isolation procedure. The risk assessment for the item of plant will determine if this is required. The isolation/shutdown procedures must be included in the standard operating procedures.

Where an item of plant is powered by electricity, the electrical safety isolation procedures must be followed refer to the WHS Guideline - Section 24.

The general procedures for shutting down plant include:

- warning other workers who may be affected by the shutdown
- placing the energy control mechanisms in the safe or off position
- releasing any stored energy (for example, hydraulic systems, air or gas pressure)
- ensuring that the plant is isolated from other hazards, and
- placing a lockout and tag-out device on each control point.

Danger and isolation procedures

Damaged or defective plant and equipment must be removed from service and either permanently disabled, or tagged out of service (using isolation tags). Out of service or caution tags are used to identify electrical equipment that is not safe to use or fit for purpose and has not been permanently disabled.

The same danger and isolation procedures that are used for electrical installations should be applied to damaged or defective plant. Damaged plant and equipment that is to be repaired and returned to service must be inspected and repaired by a competent person. The competent person must certify that the item of plant is safe before it is returned to service.

Where a damaged or defective item of plant and equipment is to be disposed of the [decommissioning procedures](#) must be followed.

Registration and licencing procedures

Workers who operate some types of plant require a high risk work licence from WorkSafe ACT (or a state or territory WHS Regulator). Refer to [Schedule 3 of the WHS Regulation - High risk work licences and classes of high risk work](#).

Some types of high-risk plant must be registered with WorkSafe ACT, as listed in Schedule 5 of the [WHS Regulation \(Attachment D\)](#). Design registration is the process for registering of a completed design, from which any number of individual items can be manufactured. The original designer or a person with management or control of the item of plant may apply for design registration. In addition to the design registration, individual items of plant must be registered with WorkSafe ACT. Both the design registration and the registration of the individual item must be completed before the plant is commissioned for use.

Vehicles operated by ACTHD must be registered and drivers licenced in accordance with the relevant ACT road transport laws.

Managers must ensure that registration and licence records are maintained. Workers must provide evidence of a current driver's licence before using a vehicle and report any loss of licence or any conditions imposed on a driver's licence to their manager, if using a vehicle is part of the worker's job requirement.

Decommissioning procedures

ACTHD must identify any hazards inherent in the process of decommissioning and dismantling the plant (for example, exposure to hazardous chemicals). The plant should be dismantled in accordance with the designer's and manufacturer's instructions. The ACTHD may need to engage a competent person to manage the decommissioning process.

The decommissioning arrangements for an item of plant must also follow the finance instructions for the disposal of an asset.

Disposing of plant may include reselling (in full or part) or scrapping (waste disposal and/or recycling). If the plant is to be scrapped, ACTHD must ensure that the item of plant is appropriately labelled and consult waste disposal authorities.

If the plant is to be resold, ACTHD will take on the duties of a person that supplies plant and must:

- ensure that the plant is safe to load, transport, unload and store, and
- provide any information relating to the plant design, registration, installation, operation and/or maintenance.

Directorate, business unit and lessor responsibilities

The management of plant and equipment is often aligned to the property management arrangements. These arrangements are determined by the property ownership and occupancy rights and responsibilities. In addition, the ACTPS has established a range of responsibilities that cross a number of directorates. [Attachment E](#) provides a summary of the overall responsibilities for the management of plant and equipment in ACT HD workplaces. It is essential that all stakeholders communicate, consult and co-operate to manage the risks of plant and equipment and ensure that each person has a clear understanding of the responsibilities for the management of each item of plant.

Record Requirements and Management

The records that are required for managers, workers and other duty holders to manage plant and equipment include:

- procurement documents
- design and registration records
- commissioning records
- risk assessments
- plant registers
- pre-start checklists
- manuals and instructions from manufacturers, suppliers and installers
- standard operating procedures
- licences and training records
- inspection records
- defect reports
- maintenance records, and
- decommissioning records.

It is essential that managers and workers in each of the roles that have responsibility for plant and equipment have access to relevant records.

Plant and equipment that is defined as an asset (based on its value being equal to or greater than \$5,000) must be managed in accordance with the [Asset Management Policy](#).

WHS documents must be retained in accordance with the relevant [retention and disposal schedule](#). For example:

- records of workplace inspections must be retained for 10 years, and

- records of risk assessments, registration, maintenance of plant and equipment must be retained for 5 years or, if the plant requires registration, until the item of plant is disposed of.

Managers should refer to the WHS Regulations and the Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Occupational Health & Safety (OH&S) Records Approval 2009 (No.1) when making decisions about the retention and destruction of WHS records.

More information is available at [Records Management](#).

Implementation

This procedure will be published on the WHS page on HealthHQ and communicated to managers and health and safety representatives.

Legislation

Acts

- [Territory Records Act 2002](#)
- [Work Health and Safety Act 2011](#)

Regulations

- [Boilers and Pressure Vessels Regulation 1954](#)
- [Work Health and Safety Regulation 2011](#)

Codes of Practice

- [Work Health and Safety \(Managing Risks of Plant in the Workplace\) Code of Practice Approval 2022](#)

References

- [Work Health and Safety Guideline](#)
- [ACTPS Drug and Alcohol Policy](#)
- [Asset Management Policy](#)
- [WHS Training and Competency Procedure](#)

Definitions

Term	Definition
Competent person	The WHS Regulation defines a competent person as: <ul style="list-style-type: none">• for electrical work on energised electrical equipment or energised electrical installations (other than testing mentioned in section 150 (Inspection and testing of electrical equipment) and section 165 (Testing of residual current devices) — a licensed electrical worker, and• for design verification under WHS regulation 252—a person who has the skills, qualifications, competence and experience to design the plant or verify the design, and• for any other case—a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.
Hazard	Means a situation or thing that has the potential to harm a person. Hazards at work may include: moving machinery, a moving vehicle, chemicals, electricity, working at heights, a repetitive job, psychological hazards such as bullying or violence at the workplace.
Person with management control of a workplace	Means a person conducting a business or undertaking to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace.

Search Terms

Plant and equipment/Plant registration.

Version Control

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1.0	19 July 2021	First version
1.1	1 August 2023	Extension

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Attachment A – Plant Handover Actions

Step	Action	Comments
1	<p>Identify any items of plant and equipment in the workplace by:</p> <ul style="list-style-type: none"> • reviewing the plant register • inspecting the workplace • reviewing any defect, damage or incident reports • reviewing plant inspection and maintenance records. 	<p>Inspect any plant that requires registration for visual evidence of registration numbers.</p> <p>Create a plant register has not been established.</p>
2	Identify inspection and maintenance records for each item of plant, in databases and spreadsheets.	Check the arrangements for engaging competent people to complete inspection and maintenance tasks.
3	Identify risk assessment documents for each item of plant	<p>Is the risk assessment dur for review?</p> <p>Have there been any alterations to the plant, has the use changed or have additional risk controls become available?</p>
4	Identify the licence, training and competency requirements for operating each item of plant.	<p>Workplace procedures should specify the workers who are permitted to use the item of plant.</p> <p>Licence records must be current and available.</p> <p>Training must be recorded the Learning Management System or other business unit specific records.</p>
5	If you have management responsibilities for workers, assess the understanding of supervisors and workers of the arrangements for managing plant and equipment.	Ensure that the roles and responsibilities for the management of plant are clearly explained and understood.
6	<p>Consider the life cycle of each item of plant and the maintenance, inspection and replacement costs.</p> <p>Assess the condition of the plant:</p> <ul style="list-style-type: none"> • is it old and missing safety features found on new plant • is it reliable or often needing breakdown maintenance? 	The cost and risk of operating aging plant can be significant. Replacement programs may require significant planning where the cost of replacing plant is significant.

Step	Action	Comments
7	<p data-bbox="320 271 831 421">Inspect each item of plant and observe how it is used. Review the manufacturer's and the supplier's instructions for the safe set-up and use of the plant.</p> <p data-bbox="320 461 831 696">Think about all the activities that may be carried out during the life of the plant at your workplace, for example installation, commissioning, operation, inspection, maintenance, repair, transport, storage and dismantling.</p> <p data-bbox="320 736 831 804">Consider the items listed in the checklist at <u>Attachment C</u>.</p>	<p data-bbox="874 271 1374 421">Talk to your workers and their health and safety representatives to find out what their experience is with the plant they operate, inspect or maintain.</p> <p data-bbox="874 443 1374 555">If plant is hired or leased plant, consult the person who owns the plant about potential hazards.</p> <p data-bbox="874 577 986 600">Consider:</p> <ul data-bbox="922 629 1374 981" style="list-style-type: none"> <li data-bbox="922 629 1374 696">• its age, maintenance history and how frequently the plant is used <li data-bbox="922 707 1374 819">• the suitability of the plant, for example is it actually being used for its intended purpose <li data-bbox="922 831 1374 981">• abnormal situations, for example what abnormal situations, misuse or changes in operating conditions.

Attachment B – Duties of Designers, Manufacturers, Suppliers and Installers

Designers

The safe design of plant plays a critical role in eliminating hazards and risks before plant is introduced in the workplace. Designers of plant are required to provide specific information to the manufacturer and work with manufacturers to address any safety issues with the design. Designers must also carry out, or arrange the carrying out of, any calculations, analysis, testing or examination that may be necessary to ensure the plant is safe. Designers may also apply specified standards (such as Australian Standards) in the process of designing plant.

Where the ACTHD engages a designer (rather than buying an off the shelf product) the procurement process must consider safety performance, standards and any certification requirements.

Manufacturers

Manufacturers have a duty to ensure, so far as is reasonably practicable, that the plant is manufactured to be without risks to workers throughout the lifecycle of the plant. Manufacturers must also arrange for any calculations, analysis, testing or examination that may be necessary for the plant. A manufacturer must provide relevant information to the suppliers, installers, maintainers, users and operators of plant, including:

- the purpose for which plant was designed or manufactured
- the results of any calculations, analysis, testing or examination, and
- any conditions necessary for the safe use of the plant.

This information is usually provided in the documentation provided with an item of plant, including any manual, operating instruction, safety data sheet and/or maintenance procedure. Manufacturers are also required to maintain and update that safety information, for example if defects are identified during the life cycle of the item of plant.

Suppliers and importers

Importers of plant from outside Australia must take all reasonable steps to obtain information from the manufacturer and then pass this information on when supplying the plant. Effectively importers have similar duties to those of a manufacturer when importing plant from overseas. Imported plant must be inspected and, in some cases, tested.

Suppliers of Australian plant have the same responsibility as a manufacturer to provide relevant safety information. Suppliers of second-hand plant must ensure that any faults in the plant are identified. The supplier must provide a written notice outlining the condition of the plant, any faults identified and, if appropriate, that the plant should not be used until the fault is rectified.

Where the ACTHD undertakes a procurement for an item of plant from a manufacturer or supplier the procurement process should consider safety performance, standards,

certification requirements, registration, training and the information required for the safe commissioning and operation of the item of plant over its life cycle.

Installers

An installer of plant is required to ensure that:

- plant is erected or installed having regard to the manufacturer's instructions
- access to and egress from plant complies with relevant standards for safe access to the plant)
- plant is stable during installation
- the interaction of plant with people, work processes and other plant is considered (for example, controlled through restricted access, guarding or insulation and that there is no hazardous noise)
- environmental factors affecting installation and use (for example, wet conditions) are considered, and
- other duty holders are advised of any new risks identified during the installation of the plant.

Some plant requires a formal commissioning process that involves performing adjustments, tests and inspections to ensure the plant is in full working order and operating at its design specifications before the plant is used.

Attachment C – Plant Risk Assessment Checklist

Plant description: [Click here to enter text.](#)

Activities for example use, cleaning and maintenance: [Click here to enter text.](#)

Assessed by: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

'Yes' to any of the following indicates the need to implement control measures		
Entanglement	Yes	No
Can a person's hair, clothing, gloves, necktie, jewellery, cleaning brush or rag become entangled with moving parts of the plant?	<input type="checkbox"/>	<input type="checkbox"/>
Crushing	Yes	No
Can anyone be crushed due to: <ul style="list-style-type: none"> • material falling off the plant • uncontrolled or unexpected movement of the plant • lack of capacity for the plant to be slowed, stopped or immobilised • the plant tipping or rolling over • parts of the plant collapsing • coming into contact with moving parts of the plant during testing, inspection, operation, maintenance, cleaning or repair • being thrown off or under plant • being trapped between the plant and materials or fixed structures • other factors not mentioned? 	<input type="checkbox"/>	<input type="checkbox"/>
Cutting, Stabbing or Puncturing	Yes	No
Can anyone be stabbed or punctured due to: <ul style="list-style-type: none"> • coming in contact with sharp or flying objects • coming in contact with moving parts during testing, inspection, operation, maintenance, cleaning or repair • the plant, parts of the plant or work pieces disintegrating • work pieces being ejected • the mobility of the plant • uncontrolled or unexpected movement of the plant • other factors not mentioned? 	<input type="checkbox"/>	<input type="checkbox"/>

Shearing	Yes	No
Can anyone's body parts be sheared between two parts of the plant, or between a part of the plant and a work piece or structure?	<input type="checkbox"/>	<input type="checkbox"/>
Striking	Yes	No
Can anyone be struck by moving objects due to: <ul style="list-style-type: none"> • uncontrolled or unexpected movement of the plant or material handled by the plant • the plant, parts of the plant or work pieces disintegrating • work pieces being ejected • mobility of the plant • other factors not mentioned? 	<input type="checkbox"/>	<input type="checkbox"/>
High Pressure Fluid	Yes	No
Can anyone come into contact with fluids under high pressure, due to plant failure or misuse of the plant?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	Yes	No
Can anyone be injured by electrical shock or burnt due to: <ul style="list-style-type: none"> • the plant contacting live electrical conductors • the plant working in close proximity to electrical conductors • overload of electrical circuits • damaged or poorly maintained electrical leads and cables • damaged electrical switches • water near electrical equipment • lack of isolation procedures • other factors not mentioned? 	<input type="checkbox"/>	<input type="checkbox"/>
Explosion	Yes	No
Can anyone be injured by explosion of gases, vapours, liquids, dusts or other substances, triggered by the operation of the plant or by material handled by the plant?	<input type="checkbox"/>	<input type="checkbox"/>

Slipping, Tripping and Falling	Yes	No
<p>Can anyone using the plant, or in the vicinity of the plant, slip, trip or fall due to:</p> <ul style="list-style-type: none"> • uneven or slippery work surfaces • poor housekeeping, for example offcuts, cables, hoses obstructing walkways, spills not cleaned up • obstacles being placed in the vicinity of the plant • other factors not mentioned? 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Can anyone fall from a height due to:</p> <ul style="list-style-type: none"> • lack of a proper work platform • lack of proper stairs or ladders • lack of guardrails or other suitable edge protection • unprotected holes, penetrations or gaps • poor floor or walking surfaces, for example the lack of a slip-resistant surface • steep walking surfaces • collapse of the supporting structure • other factors not mentioned? 	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomic	Yes	No
<p>Can anyone be injured due to:</p> <ul style="list-style-type: none"> • poorly designed seating • poorly designed operator controls • high forces • repetitive movements • awkward body posture or the need for excessive effort • vibration • other factors not mentioned? 	<input type="checkbox"/>	<input type="checkbox"/>
Hazard combination	Yes	No
<p>Can anyone be injured due to unexpected start-up, unexpected over-run/over-speed or similar malfunction from:</p> <ul style="list-style-type: none"> • failure/disorder of the control system, for example a hydraulic system • restoring energy supply after an interruption • external influences on electrical equipment • other environmental factors, for example gravity and wind • errors in the software • errors made by the operator? 	<input type="checkbox"/>	<input type="checkbox"/>

Other hazards	Yes	No
<p>Can anyone be injured due to:</p> <ul style="list-style-type: none"> • noise • inadequate or poorly placed lighting • entry into any confined spaces of the plant • failure to select plant suitable for its intended use • contact with hot or cold parts of plant • exposure to hazardous chemicals, radiation or other emissions released by the plant • lack of operator competency • other factors not mentioned? 	<input type="checkbox"/>	<input type="checkbox"/>

Attachment D – Plant Registration

There are two types of plant registration under the *Work Health and Safety Act 2011*, Registration of the plant design and registration of the specific item of plant with Worksafe ACT.

A list of registrable plant designs and registrable items of plant is provided below. Registrable plant designs must be design registered prior to being supplied.

Australian jurisdictions that operate under the Model Work Health and Safety Laws recognise the plant designs that are registered in another jurisdiction. This means that a plant design that is registered in Queensland is recognised in the ACT. The item of plant does not require a separate design registration application. The specific item of plant may still need to be registered with Worksafe ACT. Registrable items of plant must be registered prior to being commissioned for use.

Access Canberra manages the Plant Registration process for Worksafe ACT. Plant registration will be completed using the [Online Form](#).

The item registration number/s must be marked on the item of plant by either etching the number in place or by fixing the number in place on a plate in a position that will not lead to damage or removal over time.

Registration renewal

Registering the item of plant will expire five years from the date registration is granted. ACT HD must apply to renew the registration for the item of plant before the registration expires.

Changes to item registration

If there is a change to the information provided at the time of item registration, or about the registration itself, the registration holder has 14 days to advise Worksafe ACT of the change in writing. ACT HD must provide written notice to Worksafe ACT if:

- the item of plant is altered to the extent it requires new risk control measures
- the item of plant is usually fixed and is relocated, or
- the registration holder no longer has management or control of the item of plant.

Plant requiring registration of the plant design by an Australian WHS jurisdiction [Schedule 5 (Part 1) of the WHS Regulation]

- Pressure equipment, other than pressure piping, and categorised as hazard level A, B, C or D according to the criteria in section 2.1 of AS 4343–2005: Pressure equipment—hazard levels
- Gas cylinders covered by section 1 of AS 2030.1–2009: Gas cylinders—General requirements
- Tower cranes including self-erecting tower cranes
- Lifts, escalators and moving walkways
- Building maintenance units
- Hoists with a platform movement exceeding 2.4 metres, designed to lift people
- Work boxes designed to be suspended from cranes
- Amusement devices classified by section 2.1 of AS 3533.1–2009: Amusement rides and devices—Design and construction except amusement devices noted below
- Passenger ropeways
- Concrete placing booms
- Prefabricated scaffolding
- Boom-type elevating work platforms
- Gantry cranes with a safe working load greater than five tonnes or bridge cranes with a safe working load of greater than 10 tonnes, and any gantry crane or bridge crane which is designed to handle molten metal or Schedule 11 hazardous chemicals
- Vehicle hoists
- Mast climbing work platforms
- Mobile cranes with a rated capacity of greater than 10 tonnes.

Items of plant requiring registration by Worksafe ACT [Schedule 5 (Part 2) of the WHS Regulation]

- Boilers categorised as hazard level A, B or C according to criteria in section 2.1 of AS 4343–2005: Pressure equipment—hazard levels.
- Pressure vessels categorised as hazard level A, B or C according to the criteria in section 2.1 of AS 4343–2005: Pressure equipment—hazard levels, except for gas cylinders; LP Gas fuel vessels for automotive use, and serially produced vessels
- Tower cranes including self-erecting tower cranes.
- Lifts, escalators and moving walkways
- Building maintenance units
- Amusement devices classified by section 2.1 of AS 3533.1–2009: Amusement rides and devices—Design and construction except amusement devices noted below

- Concrete placing booms
- Mobile cranes with a rated capacity of greater than 10 tonnes.

Attachment E – Plant WHS Responsibility Table

The following table provides a guide to the responsibilities for the management of plant and equipment in ACT HD workplaces.

Generally, plant and equipment requires that a contracted competent person undertakes the maintenance, testing and inspection processes. The responsibility identified in this table identifies the business unit/stakeholder that has responsibility for scheduling, engaging contractors, maintaining records and communicating with the workplace.

Type of Plant	Action	Responsibility
Bowes Street - Base building systems including: <ul style="list-style-type: none"> HVAC System Electrical and plumbing Fire and evacuation system Lifts 	Register, maintain, test and inspect	Colliers on behalf of the lessor
Holder - Base building systems including: <ul style="list-style-type: none"> HVAC System Electrical and plumbing Fire and evacuation system Lift 	Register, maintain, test and inspect	ACT Property Group Strategic Infrastructure
Canberra Hospital locations - Base building systems including: <ul style="list-style-type: none"> HVAC System Electrical and plumbing Fire and evacuation system Lifts 	Register, maintain, test and inspect	Canberra Health Services
Bush Healing Farm - Base building systems including: <ul style="list-style-type: none"> Electrical and plumbing Fire and evacuation system 	Register, maintain, test and inspect	Strategic Infrastructure

Type of Plant	Action	Responsibility
Hume Warehouse - Base building systems including: <ul style="list-style-type: none"> Electrical and plumbing Fire and evacuation system 	Register, maintain, test and inspect	Lessor Strategic Infrastructure
General portable electrical equipment.	Test and inspect	Strategic Infrastructure
Laboratory equipment, including water and gas handling systems and pressure vessels - Holder	Register, maintain, test, inspect and operate	Health Protection Services
Laboratory equipment - Centre for Health and Medical Research	Maintain, test, inspect and operate	Centre for Health and Medical Research Canberra Health Services
Monitoring stations (excluding the structures)	Maintain, test, inspect and operate	Health Protection Services
Vehicles	Register and maintain	Strategic Infrastructure
Vehicles	Inspect and operate	Business units
Information technology equipment	Maintain, test, inspect and operate	Digital Solutions Division Shared Services ICT