

## 1 PURPOSE

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To describe the University of Melbourne's methodology for managing regulated plant and associated risks, to ensure:

- the health and safety of staff and students; and
- compliance with regulatory requirements.

## 2 SCOPE

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This procedure applies to all staff, students, contractors and other personnel at workplaces under the management or control of the University of Melbourne. This procedure applies to all regulated plant outlined in the Occupational Health and Safety Regulations 2017 (Vic).

There are additional procedural requirements for lasers ([Health & Safety: Non-ionising radiation requirements](#)) and for mobile plant.

Plant and equipment not subject to the Occupational health and Safety Regulations 2017 (Vic) is outside the scope of this procedure. Health and safety requirements for non-regulated plant and equipment are outlined in the [Health & Safety: Risk management requirements](#).

## 3 DEFINITIONS

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### **Operator**

A person who activates, controls, drives, manoeuvres or uses plant.

### **Plant**

For the purpose of this procedure, this means "regulated plant".

### **Registered plant**

Plant listed in Occupational Health and Safety Regulations 2017.

### **Regulated plant**

- (1) Regulated plant applies to the following types of plant -
  - (a) subject to subregulation (2), plant that processes material by way of a mechanical action that -
    - (i) cuts, drills, punches or grinds the material; or
    - (ii) presses, forms, hammers, joins or moulds the material; or
    - (iii) combines, mixes, sorts, packages, assembles, knits or weaves the material

including plant where the functions set out in subparagraphs (i), (ii) and (iii) are incidental to the main purpose of the plant;

- (b) subject to subregulation (2), plant that lifts or moves people or materials (other than a ship, boat, aircraft or, except as provided in part (4), a vehicle designed to be used primarily as a means of transport on a public road or rail);
  - (c) pressure equipment;
  - (d) tractors;
  - (e) earthmoving machinery;
  - (f) lasers;
  - (g) scaffolds;
  - (h) temporary access equipment;
  - (i) explosive-powered tools;
  - (j) turbines;
  - (k) amusement.
- (2) Subregulation (1)(a) and (1)(b) do not include plant that -
- (a) relies exclusively on manual power for its operation; and
  - (b) is designed to be primarily supported by hand.
- (3) Unless specified otherwise, this Part applies irrespective of the date on which plant was manufactured.
- (4) Division 5 applies to a vehicle designed to be used primarily as a means of transport on public roads or rail, if the vehicle is being used at a workplace other than a public road or rail.

*Occupational Health and safety Regulations 2017 (Vic)*

## 4 REQUIREMENTS

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### 4.1 Plant guidance material

The Associate Director, Health & Safety must publish and maintain guidance material with regards to managing plant in the workplace. The guidance material will:

- support the requirements of the University of Melbourne's health and safety requirements and processes
- ensure the compliance of relevant legislation and standards; and
- establish the University of Melbourne's default standards for managing plant.

### 4.2 Plant register

With regards to plant the Head of School/Division must ensure that systems are in place for:

- safe use and operation;
- scheduled inspections and maintenance; and
- other applicable regulatory requirements.

A plant register is one method that can be used to record this information. Useful data that can be recorded includes:

- identification of the plant (name/identification number/serial number);
- location;
- date of current risk assessment or review;
- date of current standard operating procedure or review;
- nominated supervisor for the plant;
- operator requirements;
- dates of scheduled inspections;
- maintenance requirements; and
- plant registration and/or licensing requirements.

[Health & Safety: Plant register](#)

### 4.3 Plant risk assessment

The manager/supervisor must ensure that a plant risk assessment is conducted for all plant under their management and control. The plant risk assessment must take into account:

- the risks associated with the plant, including the activities undertaken and the environment in which it is being used; and
- the appropriate controls, including:
  - elimination and substitution;
  - engineering and isolation;
  - guarding;
  - emergency stops;
  - warning devices;
  - electrical safety;
  - operator competency requirements;
  - level of supervision;
  - access restrictions; and
  - removal from use.

Risk assessments are entered and stored into the Enterprise Risk Management System (ERMS). A University username and password is required to access ERMS via the Staff Hub or directly from web site: [Enterprise Risk Management System](#).

Hard copy plant risk assessment forms are available where access to ERMS is not available. These can later be transposed to ERMS.

[Health & Safety: Plant risk assessment form](#)

[Health & Safety: Health and safety action plan](#)

The manager/supervisor must ensure that a risk assessment is undertaken in consultation with the elected employee health and safety representative (HSR) (if applicable) and the employees likely to operate the plant.

A generic plant risk assessment can be undertaken for a category of plant, provided that unique factors affecting each individual plant item (such as location and tasks completed) are considered and reflected in the item's standard operating procedure.

The manager/supervisor must, in consultation with the HSR (if applicable) and the employees likely to operate the plant, regularly review plant risk assessments. The frequency of review must be determined during the plant risk assessment process.

#### 4.4 Standard operating procedure

The manager/supervisor must ensure that standard operating procedures (SOP) are developed and maintained for the safe operation of plant, taking into account the:

- plant risk assessment;
- regulatory requirements;
- standard industry operation; and
- manufacturer's/supplier's requirements.

The manager/supervisor must ensure that the standard operating procedures are available to all personnel required to operate the plant. Standard operating procedures must include:

- preoperational start up checks;
- safety precautions;
- safe operation of the plant;
- personal protective requirements; and
- shut down.

[Health & Safety: Standard operating procedure form](#)

#### 4.5 Operating plant

The manager/supervisor must ensure that the following risk controls are established and maintained prior to use of plant including:

- current plant risk assessment;
- current standard operating procedure;
- fitted engineering controls are operational (eg guarding, emergency stops);
- competency of operator (including operator licensing where applicable); and
- current license or registration of plant (where applicable).

All personnel must ensure preoperational checks are undertaken prior to use as outlined in the standard operating procedure.

The operator(s) is responsible for ensuring that when plant is unattended or not in use it will be safe and without risk in accordance with the standard operating procedure.

## 4.6 Operator competency

Prior to operation, the Manager/Supervisor must ensure that all staff and students required to operate plant can do this safely and without risk. The degree of competency must be determined by the operator's:

- training needs;
- level of skill and experience;
- regulatory licensing requirements; and
- level of supervision.

## 4.7 Plant maintenance and inspection

The Manager/Supervisor must ensure that plant is maintained in a safe working manner taking into account the:

- engineering controls;
- safety devices;
- manufacturer's/supplier's instructions;
- industry standards; and
- regulatory requirements.

The Manager/Supervisor must ensure that maintenance and inspection records are documented and retained.

Inspection and maintenance requirements of pressure vessels and autoclaves should be carried in accordance with AS/NZS 1200, AS/NZS 3788 and AS 4343. For more information refer to [Health & Safety: Regulatory requirements for autoclaves](#).

## 4.8 Faulty plant

Where plant is found to be faulty or unsafe to use (including inoperative safety devices and engineering controls) the plant must be isolated and tagged out in accordance with the [Health & Safety: Unsafe plant and equipment requirements](#).

Tagged out plant must be brought back into use in accordance with the [Health & Safety: Unsafe plant and equipment requirements](#).

## 4.9 Purchasing/acquisition

The manager/supervisor must ensure that prior to the purchase/acquisition of plant that:

- a pre-purchase risk assessment ([Health & Safety: Pre-purchase checklist](#)) is completed; and
- the HSR (if applicable) and the affected employees are consulted.

For more information refer to the [Health & Safety: Purchasing requirements](#).

## 4.10 Health Surveillance

The manager/supervisor must ensure that health surveillance/screening requirements for plant are identified, and where required, surveillance/screening is conducted on staff who use the plant.

## 5 REFERENCES

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*Occupational Health and Safety Act 2004 (Vic)*

*Occupational Health and Safety Regulations 2017 (Vic)*

Compliance Code Plant (Vic)

AS 1200: Pressure equipment

AS/NZS 3788 Pressure equipment – In-service inspection

AS/NZS 4343: Pressure equipment – Hazard levels

[Health & Safety: Non-ionising radiation requirements](#)

[Health & Safety: Risk management requirements](#)

[Health & Safety: Unsafe plant and equipment requirements](#)

[Health & Safety: Purchasing requirements](#)

## 6 RESPONSIBILITIES

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Head of School/Division

Associate Director, Health & Safety

Manager/supervisor

## 7 ASSOCIATED DOCUMENTATION

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### 7.1 Processes

Nil

### 7.2 Forms

[Health & Safety: Plant register](#)

[Health & Safety: Plant risk assessment form](#)

[Health & Safety: Health and safety action plan](#)

[Health & Safety: Standard operating procedure form](#)

[Health & Safety: Pre-purchase checklist](#)

### 7.3 Guidance

[Health & Safety: Regulatory requirements for autoclaves](#)

[Health & Safety: Autoclave hazards](#)