**APPENDIX E (Page 1 of 1)**

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| **REGISTRATION AND LICENSING** |

**General**

**Plant/equipment registrations**

The School/Branch/Faculty/Division who has control of an item of plant/equipment that requires registration in accordance with the WHS Regulations may apply to the regulator ([SafeWork SA](https://www.safework.sa.gov.au/licence-and-registration/apply-renew/plant-registrations)) for the registration of that item of plant/equipment.

Plant/equipment registration is issued for a maximum 5 year period. Registration of plant design does not expire.

If your area is responsible you must:

* Keep a copy of your registration and all inspection certificates/reports
* Ensure the registration number is marked on or near the item of plant/equipment
* Provide your registration documents to the SafeWork SA inspectors, if requested
* Notify SafeWork SA of any [change of details](https://www.safework.sa.gov.au/licence-and-registration/apply-renew/plant-registrations#Change-of-details)

SafeWork SA send out renewals for plant/equipment registration when due.

If another area of the University is managing registrations or licences then the Faculty/Division/School/Branch/area does not need to duplicate the records kept by the area. (e.g. radiation registrations are managed by Human Resources so the Faculty/Schools/

Branch/area are not required to duplicate these records, please refer to Appendix A of the [HSW Handbook Chapter Schedule of Progammable Events](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/schedule-of-programmable-events-handbook-chapter))

**Vehicle licence requirements in the University**

All workers wishing to use University owned vehicles and mobile plant/equipment (including boats) must have current, valid and appropriate licences.

For vehicle licencesplease refer to the [SA government website](https://www.sa.gov.au/topics/driving-and-transport/licences).

The vehicle driver/operator is to inform their supervisor/ person in control of the activity if they are not familiar with the type of vehicle (e.g. manual vs automatic, 4 wheel drive).

**High risk work licences and Plant/equipment Registration**

[WHS Regulations 2012 (SA) Schedule 3](http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx)defines high risk work licences and classes of high risk work.
(e.g. Scaffolding, dogging/rigging work, crane/hoist operation, reach stackers, forklift operation, pressure equipment operation.)

[WHS Regulations 2012 (SA) Schedule 4](http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx) defines high risk work licences – competency requirements
(e.g. qualifications required for high risk work licences)

[WHS Regulations 2012 (SA) Schedule 5](http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx) defines registration of plant and plant designs (including exceptions)

For design registration processes please refer to [WHS Regulations 2012 (SA) [sections 248 – 263]](http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx)

For plant/equipment registration process please refer to [WHS Regulations 2012 (SA) [sections 264-288D]](http://www.legislation.sa.gov.au/LZ/C/R/Work%20Health%20and%20Safety%20Regulations%202012.aspx) or [SafeWork SA website](http://www.safework.sa.gov.au/).