

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

Process: Hazard Management

- Ensure that where registration and/or operator proficiency and/or high risk work license requirements apply to any plant/equipment, these requirements are included on the risk assessment.
- Undertake hazard management and implement control measures in accordance with the Hazard Management HSW Handbook chapter and the risk assessment.

Process: Identification of training needs and provision of information, instruction, training and supervision

- Comply with the information, instruction and training requirements provided to you.
- Maintain your high risk work licence as required to use the plant/equipment (see Appendix E).
- Ensure that you report to your supervisor if any of your licences (required for work) expire and/or are not renewed; are suspended, restricted or have been disqualified. For staff:
 - Log into and record your training competency (where applicable) in Staff Services Online (SSO) by selecting the Profile tile and selecting Licences and Certifications.
 - Attach your training certificate of competency in SSO for the University records.

Process: Using Plant/equipment in the workplace

- Operate plant/equipment in accordance with the manufacturer's instructions, operations manual, risk assessment, information/instruction/training provided and Safe Operating Procedure (where documented).
- Report, if you have concerns that the activity may place you or any other person at risk of injury/illness:
 - to the Supervisor/Person in control of the activity/area: and/or
 - to your local HSW Team; or
 - to a Health and Safety Representative: or
 - using the on-line reporting system,
- Report damaged or faulty plant/equipment to the relevant supervisor/manager immediately, "tag out" if necessary (see Appendix D) and enter the details of the issue into the University's Report a Safety issue on-line system using the app or on-line form.
- Do not use plant/equipment that is tagged/locked out.
- Do not remove tags/locks without authorisation, or damage them in any way.
- Ensure that you are **not** in a state as to endanger yourself, another person, or cause damage to the plant/equipment or property from the consumption of alcohol or a drug. (See also the Alcohol and drug management in higher risk workplaces HSW Handbook chapter).
- Report the loss of any prescribed equipment as defined under the Controlled Substances (Controlled Drugs, Precursors and Plants) Regulations 2014 into the University's on-line system using the app or on-line form.

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